



PACIFIC NORTHWEST DISTRICT OF KIWANIS INTERNATIONAL

EXPENSE VOUCHER

NAME
ADDRESS
PURPOSE OF EXPENSE

OFFICE USE ONLY	
APPROVED BY: _____	
ACCT. NO.	AMOUNT
DATE PAID	CHECK NO.

TRANSPORTATION

DATE	FROM (CITY)	TO (CITY)	AIR	LIMO/CAB	PERSONAL AUTO		PARKING/TOLLS	TOTAL
					Miles	Amount.		

LODGING & MEALS

DATE(S)	LODGING	BKFST	LUNCH	DINNER	TOTAL

MISCELLANEOUS

DATE(S)	DESCRIPTION	TOTAL

SUBMITTED BY: _____ **GRAND TOTAL**

Signature Date

NOTE: Voucher should be filed within 15 days following month of expense. Receipts must be attached for all items listed.
 NO PAYMENTS WILL BE MADE ON VOUCHERS RECEIVED MORE THAN 45 DAYS AFTER
 CLOSE OF KIWANIS ADMINISTRATIVE YEAR! - (November 15th)