

District 26 Expense Voucher 201%201&

Please Print

Name: _____ District Office: _____

If different than above

Pay to: _____ E-Mail: _____

Mail to: _____
(Required for reimbursement) Phone: _____

Address: _____
(Required for reimbursement)

Expense Code	Description (Please remember to attach receipts)	Amount U.S. currency
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$

<Total expenses>	\$
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Travel Code (see page 2)	Date yyyy/mm/dd	Purpose of Travel	Mileage (@ \$0.35 / mile)	Amount U.S. Currency
			x \$0.35	\$
			x \$0.35	\$
			x \$0.35	\$
			x \$0.35	\$
			x \$0.35	\$

<Total mileage>	x \$0.35	\$
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<Add total expenses + total mileage to get total amount of this voucher>	\$
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Requestor Signature Required:	Date Required	District	Date
Lt. Governor * Signature:	Date	District Governor:	Date
Date Received:	Check No.:	Amount Paid:	
Action Date:	Forward Date:	Return Date:	

Mail to: Norman Frickey, District Governor or fax to: 888-425-4884
 14295 W. 84th Place Arvada CO 80005
 303-433-2517
 dg1112@d26leaders.org

A VOUCHER MUST BE PREPARED FOR EACH INCOME & EXPENSE TRANSACTION

1. **All expenditures must have prior approval of the District Governor.** An approved/budgeted line item is considered pre-approved.
2. Complete the front of voucher providing all required information
3. Provide complete explanation and DG approval note or memo for all unbudgeted requests
4. Mail to the District Governor at address on front.
5. All expense reimbursements and payments must be requested within 60 days of event and no later than July 31 of the fiscal year. **VOUCHERS RECEIVED OUTSIDE THESE GUIDELINES WILL NOT BE PROCESSED.**

INCOME AND EXPENSE CODES 2011-12

Code	Reporting Name
100	Membership Revenue
150	Conferences
200	Fundraising
300	TLI
400	District Store
510	Marketing - Building New Clubs
520	Marketing - Membership Growth
530	Marketing - Club Coaches
540	Marketing – Rebuilding
550	Marketing – Recognition
560	Marketing – Other
600	Communications & Public Relations
701	ET - Distinguished Clubs
702	ET - Training Club Officers
703	ET - Training Division & Area Governors
704	ET - Training Areas & Divisions
705	ET - Other Expense
800	Speech Contest
900	Administration
951	Travel - District Governor
952	Travel - District LGM
953	Travel - District LGET
954	Travel - District – Treasurer
955	Travel - District - PR Officer
956	Travel - District – Secretary
957	Travel - Division Governor
958	Travel - Area Governor

959	Travel – IPDG
960	Travel - Region Advisor
961	Travel - International President
962	Travel - Keynote Speaker
963	Travel - Other Member
990	Other Revenue