

VOUCHER

MISSOURI CITY (TX) CHAPTER OF THE LINKS, INCORPORATED

All Receipts must be attached on an 8x11 sheet of paper. Reimbursements must be submitted within 30 days from the date of advance or event.

Voucher submitted by _____ Office/Committee _____ Date _____

Check Payable and mailed to: _____

Street Address _____ City/State _____ Zip Code _____

Purpose _____

Postage	_____	Misc. Office Expenses	_____
Delivery & Courier Service	_____	Misc. Expense Other	_____
Telephone	_____	Software/IT	_____
Conference Calls	_____	Courtesies	_____
Office Supplies	_____	Registration Fee:	_____
Travel:	_____	Area Conference	_____
Air Fare/Tran	_____	National Assembly	_____
Personal Car Mileage	_____	Committee	_____
Per Diem	_____	Program Expenses	_____
Lodging	_____		_____
Meals	_____		_____
Breakfast	_____		_____
Lunch	_____		_____
Dinner	_____	Audit Fee	_____
Ground Transportation (tolls etc.)	_____	Other (Be Specific)	_____
Gratuity	_____	Total Expenditure	_____
Stationery/Paper/Envelopes	_____	Total Requested	_____
Professional Services	_____	Net Refunded	_____

Information below this line to be Completed By the Chapter or Area Treasurer

Date Approved _____ Amount _____ Signature _____

Chapter President or Area Director

Date Approved _____ Amount _____ Signature _____

Committee Chair (If Indicated)

Date Approved _____ Amount _____ Signature _____

Chapter Treasurer or Area Treasurer

Check No. _____ Voucher No. _____ Date Check Mailed _____ Hand Delivery Date _____

Distribution: Original-Chapter/Area Treasurer

Copy-Area Director

Copy-Requester