

**League of Women Voters of Greater Omaha, Inc.**  
**Expense Voucher**

- Submit receipts with voucher and note account or grant to charge
- Expenditures over \$100.00 must be approved in advance by Board of Directors

Date \_\_\_\_\_

Account or Grant \_\_\_\_\_

Pay to:

Name \_\_\_\_\_

\_\_\_\_\_  
Officer, Director or Committee Chair

Address \_\_\_\_\_

\_\_\_\_\_

For: (e.g. postage, printing, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub-total \_\_\_\_\_

Add mileage reimbursement: \_\_\_\_\_ miles X \$0.14 = \_\_\_\_\_

Grand Total \$ \_\_\_\_\_

I request reimbursement for the total amount  
I request reimbursement for \$\_\_\_\_\_ of the total amount  
I am contributing the total amount to LWVGO

\_\_\_\_\_  
Signature of member completing voucher

\_\_\_\_\_  
Approved by

***Submit to LWVGO Treasurer***

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For Treasurer Only

Date received \_\_\_\_\_ Date Approved \_\_\_\_\_

Date of Payment \_\_\_\_\_ Check Number \_\_\_\_\_ Charge Budget Account \_\_\_\_\_