

ZONTA DISTRICT 11 EXPENSE VOUCHER

Voucher No. _____
(Filled in by Treasurer)

Submitted by _____ Title _____

Expenses incurred for: _____

Commercial Transportation: Air Fare \$ _____
 Bus/Taxi \$ _____ = _____

Mileage: Number of miles _____ X \$ _____ per mile = _____

Dates: _____

Daily Totals \$ _____ \$ _____ \$ _____ \$ _____ \$ _____

Lodging \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ = _____

Meals ** \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ = _____

Tips: \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ = _____

Tolls: \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ = _____

Telephone: \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ = _____

Postage: \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ = _____

Miscellaneous: (Itemize) _____ = _____
 _____ = _____
 _____ = _____
 _____ = _____
 _____ = _____
 _____ = _____

GRAND TOTAL = \$ _____

** Meals: (Actual expenses up to maximum allowable of \$50.00 per day)

Signature _____ Date _____
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Treasurer's Records

Check No. \_\_\_\_\_ Date \_\_\_\_\_

Approved  Yes  No  Partial

Amount charged:

\_\_\_\_\_ \$ \_\_\_\_\_ Partial Amount \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_ Reason \_\_\_\_\_

\_\_\_\_\_  
 Governor's Signature Date

