



Business and
Professional
Women/FL

EXPENSE VOUCHER

CHECK PAYABLE TO:	ADDRESS:
SUBMITTED BY:	TITLE:

DATE	TYPE OF EXPENSE	REASON FOR EXPENSE	AMOUNT
Total			

AUTHORIZED SIGNATURE:	PRESIDENT'S SIGNATURE:
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STATE USE ONLY

TYPE OF EXPENSE					DATE RECEIVED:
BUDGET ALLOWANCE					CHECK DATE:
THIS VOUCHER					CHECK NUMBER:
PREVIOUS VOUCHERS					AMOUNT PAID:
VOUCHERS TO DATE					DATE FILED:
BUDGET BALANCE					

INSTRUCTIONS

Authorized signature is the signature of the person completing the form. When requesting reimbursement for travel you must state destination and return. You must also provide proof of attendance at conference or meeting. Receipts are required for reimbursement of all expenses with the exception of personal auto mileage at IRS rate per mile of .405 cents (show total number of miles). Refer to the Florida Handbook of Federation Procedures, page 45 for policies and procedures governing federation expenses.

Vouchers must be **submitted** in a timely manner to the state **Treasurer**. Each voucher must be forwarded within **30 days after expense(s) are incurred**. Vouchers for the previous fiscal year must be submitted by **July 31** or they will not be honored.