

LIONS FOUNDATION OF NORTH DAKOTA

SIGHT 4 KIDZ Expense Voucher

Rules of Audit 07-01-2012 (MD5) Adopted 07-21-2012

Date _____

Name of Lion Member Claiming Expenses _____

Round Trip Mileage

From: _____ To: _____

Total Miles _____ @ \$25/trip up to 100 miles = \$ _____

Total Miles _____ @ \$35/trip over 100 miles = \$ _____

Meals for the following dates _____ at \$35.00 / Day = \$ _____

Motel for the following dates _____ at \$75.00 / Day = \$ _____

Total Trip Expenses (Attach Receipts) = \$ _____

Other Expenses Mailing, Postage = \$ _____

Telephone = \$ _____

Copies, Training Materials = \$ _____

Miscellaneous (Attach List) = \$ _____

Total Other Expenses (Attach Receipts) = \$ _____

Total Expenses = \$ _____

Purpose of trip/expenditures: _____

Signature _____ Date _____ District _____

Approved by _____

Date Paid _____

Check # _____