

LIONS FOUNDATION OF NORTH DAKOTA

Board Meeting Expense Voucher

Adopted 1/21/23

Date _____

Name of Board Member Claiming expenses _____

Round Trip Travel from: _____ to _____

Total Miles _____ at \$0.50/mile = \$ _____

Meals for the following dates _____ up to two meals at \$25.00 ea/day = \$ _____

Lodging for the following dates _____ up to \$100.00/day = \$ _____

Total Board Meeting Expense (Attach Receipts) = \$ _____

Other Expenses: Mailing, Postage = \$ _____

Telephone, Fax = \$ _____

Copies, Training Materials = \$ _____

Miscellaneous (Attach List) = \$ _____

Total Other Expenses (Attach Receipts) = \$ _____

Grand Total Expenses = \$ _____

Signature of traveler _____ Date _____

Reviewed and approved by _____

Date Paid _____

Check # _____