

EF

LWVOR Education Fund Expense Voucher 2010-11

Form 1007EF

There are two ways to submit this form: via email or on paper. Using email will save LWVOREF time and money and will get your payment to you faster. Those who choose not to use email may fill out the form by computer or by hand. Before payment can be made it must be approved by the LWVOREF Chair or the Chair of the Project, Study or Committee for which the expense was incurred. The person approving the Voucher will forward it to the LWVOR Office and to the LWVOREF Treasurer for payment.

To submit the voucher by email: (1) Download the form from www.LWVOR.org. (2) Fill in the form by editing it using Word. Use the F1 Key for Help. (3) Email the edited form to the person who will approve it (not the LWVOR Office or Treasurer). Email addresses are in the current Who's Who. (4) Receipts (if any) may be scanned and attached to your email or you may mail, Fax or hand-deliver the receipts to the LWVOR office. Please indicate below how you are submitting the receipts.

To submit this form on paper use a pre-printed form or one you have downloaded from www.LWVOR.org. You may fill in the form by hand or by editing it with Word. Please mail, Fax or hand-deliver the completed form and all receipts to the person who will be approving it. They will forward it to the LWVOR Office and to the LWVOREF Treasurer.

Please give us your name, today's date, your address, phone number and email address.

Table with 4 columns: Name, Date, Addr 1, Addr 2, Phone, email

For each expense item please show the date it was incurred, the budget category from the table below and a description. For mileage please show the number of miles driven and the origin and destination. Note that the mileage rate changed as of July 1, 2010. If you wish to donate any or all of your expense please indicate the amount to be donated and the amount to be reimbursed to you.

Budget Categories

Table with 4 columns and 4 rows of budget categories: 1 Development, 2 Coastal Study, Committee/Research, 3 Coastal Study, Publication/Mailing, 4 Coastal Study, Forums, 5 Coastal Study, PR, 6 Voters' Guide and Speaker's Kit, 7 Voter Service, Debates & Forums, 8 Voter Service, Youth Activities, 9 Voter Service, PR & Advertising, 10 Voter Service, Web Site, 11 Voter Service, Advisory Committee, 12 Voter Service, Evaluation, 13 EF Chair, 14 Other (please specify in description box)

Table with 7 columns: Date mm/dd/yy, Category, Miles @ \$0.30/mi, Description - Items Purchased, Origin and Destination, etc., Total Expense, Amt to Donate, Amt to Reimburse

Signatures are required only for forms submitted by mail, Fax or by hand. If you are submitting the form by email typing your name in the "Your signature" box will serve as a signature. If you are approving this voucher by email please email your approval to the treasurer and the LWVOR office, referencing the name, date and amount in the email.

Your signature [] Approval Signature []

Do you have receipts to submit? [N] Are they attached? [N]

If receipts are not attached they must be sent to the LWVOR office. This voucher cannot be approved until all receipts have been received. Please write your name and the date of this voucher on each receipt.

LWVOREF Chair: Jane Gigler; Email jg@efficientfrontier.com. LWVOREF Treasurer: Pam Ashland; Email misschatr@aol.com.

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