OR **LWVOR Expense Voucher** Form 0807OR

There are two ways to submit this form: via email or on paper. Using email will save LWVOR 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 LWVOR President or the Chair of the Project or Committee for which the expense was incurred. The person approving the Voucher will forward it to the LWVOR Office and to the LWVOR 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 the 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 person approving the payment. 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 LWVOR Treasurer.

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

Name		Date	
Addr 1		Phone	
Addr 2		email	

For each expense item please show the date it was incurred, the budget category from the table below and the purpose and location of the expense. For mileage please show the number of miles driven and the origin and destination. If you wish to donate any or all of your expense please indicate the amount to be donated.

Budget Categories

1. President 2. Board Meetings 3. Budget Committee 4. Public Relations 5. Nominating Committee 6. Development 7. Membership 8. Liaison/Field Service 9. Workshop 10. Voter 11. LWVUS Conv/Council 12. LWVOR Conv/Council 13. Action/Legis. Report 14. Office Supplies 15. Developing Positions 16. Other (please specify)

Date mm/dd/yy	Category	Purpose and Location of Expense	Miles @ $0.36/mi	Origin and Destination	Amount	Amt to Donate
				Total		

Signatures are required only for forms submitted by mail, Fax or by hand. If you are submitting the form by email your name typed in the "Your signature" box will serve as our signature. If you are approving this voucher by email please type your name in the "Approval Signature" box.

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 person approving this voucher – not 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.

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