

VOUCHER FOR REIMBURSEMENT BY DISTRICT 57

Date of Request: ____/____/____ Check Payable To: _____
 Full Name: _____ Mailing Address: _____
 Position held: _____
 Signature: _____

Reimbursement of any expense on behalf of the District must make use of this voucher.

- 1) Return this form with attached original receipts to the District Treasurer (by mail)
- 2) The expenses will be categorized and authorized
- 3) The Treasurer will forward this voucher to the District Governor for approval.

Note: Vouchers received by the 15th of the month will be paid within 30 days.

District Treasurer: Charles Schuman
 56 Emery Bay Drive
 Emeryville, CA 94608
 Phone Number: 510-653-3197 Email: cschuman2@earthlink.net

District Treasurer's Signature: _____

<u>Type of Expense</u>	<u>Amount</u>	<u>Description</u>	<i>Internal Use Only</i> <u>Budget Line</u> <u>Item No.</u>
Postage	\$ _____	_____	_____
Telephone	\$ _____	_____	_____
Travel	\$ _____	_____	_____
Supplies	\$ _____	_____	_____
Copier	\$ _____	_____	_____
Printing	\$ _____	_____	_____
Typesetting	\$ _____	_____	_____
Other	\$ _____	_____	_____
Other	\$ _____	_____	_____
Other	\$ _____	_____	_____
TOTAL	\$ <u>_____</u>		

Internal Use Only

Check No: _____

Date Mailed: _____

District Governor's Approval _____
 (Signature)

Expense Reimbursement

Overview

Periodically members will incur expenses in the process of conducting District 57 business. The District 57 is grateful for their contribution and therefore will reimburse them in a reasonable amount of time.

In order to ensure timely reimbursement:

1. All expenses must be pre-approved by the District Governor.
2. All expenses must be intended to support the execution of the District Success Plan within the constraints of the District budget.
3. Requests for reimbursement must be submitted within 45 days after the expense.

Submit Reimbursement Request

1. Obtain preapproval from the District Governor for the expense before incurring the expense.
2. Make the purchase and get a receipt for any purchase. Purchases will not be reimbursed without receipts.
3. Complete and sign the Voucher for Reimbursement by District 57 Form.
4. Make copies of the completed Voucher and receipts for your records.
5. Attach original receipts to the Voucher.
6. Submit the completed Voucher with attached original receipts to the Treasurer for processing.

The Monthly Process

1. The Treasurer will review all submissions for reimbursement. If there are questions or issues, the treasurer will contact the submitter using the contact information on the Voucher.
2. The Treasurer will produce a reimbursement check and present the reviewed Voucher for Reimbursement, receipts and check to the District Governor for approval.
3. The signed reimbursement check will be mailed to the submitter using the contact information on the Voucher for Reimbursement.