



Space Coast Chapter AHDI

EXPENSE VOUCHER

REQUESTED BY: _____ DATE: _____

Title: _____ Component: _____

DESCRIPTION OF EXPENSE (Attach Receipts)		CATEGORY	AMOUNT
Date	Event / Item	(leave blank)	\$

TOTAL AMOUNT DUE: \$ _____

PAYABLE TO: _____

ADDRESS: _____

**EXPENSE VOUCHER MUST BE APPROVED BY PRESIDENT
BEFORE PAYMENT BY TREASURER**

MILEAGE REIMBURSEMENT: In 2016, mileage will be paid at 0.54 cents (IRS rate) per odometer mile, both ways, to Executive Board members driving to attend meetings as authorized by the Board of Directors.

APPROVED BY: _____ Date Mailed: _____

For Treasurer's Use Only:

Paid by Check # _____ Date Paid: _____ Date Mailed: _____