

**ARIZONA ELKS ASSOCIATION
DISBURSEMENT VOUCHER**

Date	Brief Detail of Expenditure/Event	Mileage	Mileage Reimbursement	Meals Total	Lodging Total	Other Travel	\$ Totals
Total Travel, Meetings, Etc...							

Other than Travel... Please Give Details...	\$ Totals

Grand Total Requested Reimbursement:

Remaining Budgeted Funds (Treasurer Will Complete this Amount):

Please attach all receipts, invoices, etc., and forward 2 copies of this voucher to: Association Treasurer

Submitted By: _____
 Office: _____
 Committee: _____
 Mailing Address: _____
 City, State, & ZIP: _____

Approved By: _____
 Trustee: _____
 Trustee: _____
 Treasurer: _____

This Portion to Be Completed by Secretary-Treasurer	
Pay Date:	
Check No.	
Voucher No.	
Year:	
Amount:	

A Copy of This Voucher Will be Returned With Check

***** PLEASE ATTACH ALL RECEIPTS, INVOICES, ETC., AND FORWARD 2 COPIES OF THIS VOUCHER TO: ASSOCIATION TREASURER *****