



New York State Elks Association
 Renee Bott, Secretary - 17 Linda Lane - Waterford, NY 12188
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GENERAL FUND MAJOR PROJECTS CAMP BRISTOL

GRAND LODGE CONVENTION COMMITTEE

COMMITTEE EXPENSE VOUCHER

*****All claims must be first approved by your District Trustee*****

Only One (1) Payee can be used per form

PAID BILL RECEIPTS MUST ACCOMPANY ALL CLAIMS FOR REIMBURSEMENT, EXCEPT MILEAGE

FOR REIMBURSEMENT OF EXPENSES INCURRED FOR:

Voucher No. (Office Use Only)	Account Code	Budget Description	Item Description	Expense Amount

TOTAL CLAIM: \$ _____

Signature: _____ **Date:** _____

Print Name: _____

Committee and/or Title: _____

Email (For Acknowledgement): _____

Make Check Payable To: _____

Send Payment To: _____

Mailing Address: _____

 PRINT TRUSTEE NAME

 DATE

 *** TRUSTEE SIGNATURE ***

For Office Use Only:

 Voucher Number(s)

 Date Received

ALL VOUCHERS FOR REIMBURSEMENT FOR PERSONAL EXPENSES MUST BE SUBMITTED WITHIN 30 DAYS OF THE DATE OF INCURRENCE OR BY THE END OF THE FISCAL YEAR, WHICHEVER COMES FIRST, OR BILLS WILL BE DISALLOWED.

FISCAL YEAR ENDS AUGUST 31