EXPENSE VOUCHER
TEXAS DISTRICT **PILOT** INTERNATIONAL

FINANCIAL POLICIES

Vouchers must be used for reimbursements of District expenses. The vouchers should have receipts attached (if applicable). Vouchers are handled as follows: Vouchers MUST BE received by the Treasurer. The Treasurer will notify the Governor and Governor Elect of expenditures. Vouchers and checks will be signed by the Treasurer and Governor and/or Governor Elect. Anyone submitting budgeted expense vouchers to the District for payment will need to submit it within 30 days from when the expenses incurred.

PAYABLE TO: _____

PURPOSE: _____ **DATE:** _____

Date	Explanation	Total
Total:		**$**

I HEREBY CERTIFY THAT THE ABOVE STATEMENT IS CORRECT AND THAT THE EXPENSES WERE INCURRED FOR TEXAS DISTRICT PILOT INTERNATIONAL.

SUBMITTED BY: _____

_____
SIGNATURE

_____
MAIL TO ADDRESS

_____
CITY, STATE, ZIP

SUBMIT VOUCHER TO:
Texas District Treasurer
Becky Taylor
1410 Sherwood St
Baytown, TX 77520
Becky.Taylor23@gmail.com

APPROVED FOR PAYMENT

_____ _____
Governor Date Governor – Elect Date

TREASURER USE ONLY:
BUDGET ACCOUNT _____ AMOUNT _____

BUDGET ACCOUNT _____ AMOUNT _____

DATE PAID _____ CHECK NUMBER _____ TOTAL REIMB_____

revised 2/25