



# EXPENSE REIMBURSEMENT VOUCHER

Date:

Submitted by:

Rank, Name, Grade

Address of Submitter

Committee or Office:

Certificate #

EXPENSE DESCRIPTION	PURPOSE	AMOUNT	Category*
<b>TOTAL</b>			
Signature of Submitter		Signature of Approver	Treasurer Initials

\* Category to be entered by Treasurer to match account to which expense is charged.

Member submitting expenses for reimbursement by Raleigh Sail and Power Squadron must describe the nature of the expense and the purpose for which expense was incurred. **See example below.** Itemized receipts must accompany Expense Report.

EXPENSE DESCRIPTION	PURPOSE	AMOUNT	Category*
COW Award, Member of the Year	COW 2018	\$ 75.00	7500