



OPTIMIST INTERNATIONAL



# DISTRICT EXPENSE VOUCHER

I hereby certify that I have incurred the following expenses in meeting the responsibilities of my office and request reimbursement by the District Secretary-Treasurer within the provisions of the budget and available funds of the district.

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_

Indicate nature and purpose of expense: \_\_\_\_\_

Club Visitation Report enclosed     Club Visitation Report submitted on \_\_\_\_\_

ITEMS (Attach paid invoice where possible)	AMOUNT

IF REIMBURSEMENT FOR TRAVEL, INDICATE THE FOLLOWING

Date	From	To	Miles	Amount or ¢ per mile

Approved \_\_\_\_\_ GOVERNOR Total Expenses \$ \_\_\_\_\_

TO BE COMPLETED BY DISTRICT SECRETARY-TREASURER

Budget Account(s) charged to:	Account No. _____	Amount _____	Paid by Check No.: _____
	_____	_____	
	_____	_____	

Date \_\_\_\_\_ By \_\_\_\_\_ DISTRICT SECRETARY-TREASURER