



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

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

Date _____ By _____
DISTRICT SECRETARY-TREASURER