

# EXPENSE VOUCHER

## LUTHERAN WOMEN'S MISSIONARY LEAGUE

### MID-SOUTH DISTRICT

Please issue check in the amount of \$ \_\_\_\_\_ Check# \_\_\_\_\_ Donation \_\_\_\_\_

Date \_\_\_\_\_

To \_\_\_\_\_ Zone \_\_\_\_\_

Address \_\_\_\_\_

City, State & Zip Code \_\_\_\_\_

Office \_\_\_\_\_

Purpose/Account Charged \_\_\_\_\_

Approved \_\_\_\_\_ President Date \_\_\_\_\_

#### Expenses:

Parking _____	\$ _____
Travel (Auto) _____ @ \$0.14 _____ Plane _____	\$ _____
Meals _____	\$ _____
Tips _____	\$ _____
Supplies _____	\$ _____
Postage _____	\$ _____
Phone _____	\$ _____
Printing/Copies _____	\$ _____
Lodging _____	\$ _____
Other _____	\$ _____
TOTAL _____	\$ _____

(For hotel and meal reimbursements, list all people that this voucher supports.)

**SEND VOUCHERS AND RECEIPTS (if scanned) TO THE PRESIDENT.  
SEND RECEIPTS TO TREASURER IF NOT SCANNED.**

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### DONATION RECEIPT

I prefer a donation receipt, for tax purposes, in lieu of payment.

Received From: \_\_\_\_\_ Date \_\_\_\_\_

The donation of expenses in the amount of \$ \_\_\_\_\_ incurred by service in office to the LWML Mid-South District.

This receipt shall serve to document the donation of the value of materials or travel expenses.

Signatures: \_\_\_\_\_ President

\_\_\_\_\_ Treasurer