

# EXPENSE VOUCHER

Name \_\_\_\_\_ Date \_\_\_\_\_  
(please print clearly)

**TYPE OF EXPENSE;** Place the amount of expense incurred under one of the categories given below:  
 (Attach receipts or bills of sale where necessary.)

A)	Benefits paid to or for members (or ISA's)	
B)	Compensation of officers, director, ect.	
C)	Accounting Fees	
D)	Legal Fees	
E)	Supplies	
F)	Telephone	
G)	Postage and shipping	
H)	Printing and publications	
I)	Travel _____ at _____ per mile	
J)	Conferences, conventions, meetings	
K)	Other: (specify):	
	Registration Fees	
	Hotel/Motel	
	Meals	
	Breakfast	↓# of meals↓ _____ @ \$5
	Lunch	_____ @ \$6
	Dinner	_____ @ \$10

**TOTAL EXPENSES** \_\_\_\_\_

I, the undersigned agree that the information supplied above is accurate to the best of my knowledge.

\_\_\_\_\_ Date of Expenses \_\_\_\_\_ Signature (required for reimbursement)