

Requests for Reimbursement must be submitted in the Quarter they were Incurred



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 cents/mile

Approved : (Governor)	Total Expenses	\$
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TO BE COMPLETED BY DISTRICT SECRETARY-TREASURER

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

Date: _____ By: _____

DISTRICT SECRETARY-TREASURER