



# Disbursement Voucher

Reimbursement	Request for Check	Voucher #	2025-XXXX
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<b>Requestor</b>		<b>Amount</b>	\$
<b>Title</b>		<b>Check #</b>	
<b>Committee</b>		<b>Pay to</b>	
<b>Date</b>		<b>Address</b>	See address below

<b>Purpose of Disbursement</b>
Reimbursement for printing and mailing newsletter

Itemized Descriptions & Amounts (PLEASE PROVIDE ORIGINAL RECEIPTS)				
Date	Line Item	Quantity	Description	Amount
				\$
				\$
				\$
				\$
				\$
				\$
<b>Total:</b>				\$

**Budget Line Items:**

1.0	Operating Expenses	4.0	Committee Expenses	Memo:
1.1	Credit Card	4.1	Advertising/Posters	
1.2	Supplies	4.2	Awards/Scholarships	
1.3	P.O. Box Rent	4.3	Facility Rental	
1.4	Postage	4.4	Gifts/Honorarium/Prizes	
1.5	Printing/Publications	4.5	Plaques/Trophy/Frames	
1.6	Telephone	4.6	Postage (Seminar)	
1.7	Web Page	4.7	Printing	
1.8	National Dues	4.8	Speakers Fee	
1.9	Regional Dues	4.9	Food/Refreshments	
1.10	Miscellaneous	4.10	Equipment/Other Rental	
		4.11	Special Events/Programs	
		4.12	Miscellaneous	
2.0	<b>Meeting Expenses</b>			
2.1	Lodging			
2.2	Meals			<i>Requestor</i>
2.3	Travel (Gas & Mileage)			
2.4	Local Meetings			
2.5	Miscellaneous			
				<i>Approving Official</i>
3.0	<b>General Expenses</b>			
3.1	Contributions			
3.2	President's Discretionary			
3.3	Miscellaneous			<i>Approving Official</i>