

CONFERENCE EXPENSE VOUCHER

FOUNDER REGION

SOROPTIMIST INTERNATIONAL OF THE AMERICAS, INC.



Submitted by: _____

Phone: _____

Email: _____

ALL EXPENDITURES OVER \$25 NEED TO BE PRE-APPROVED.

(PLEASE TYPE OR PRINT CLEARLY)

Date	Vendor/Description	Supplies*	Paper/Printing*	Lodging*	Meals*	Registration*	Other*	Refunds	Total(s)
								TOTAL	

APPROVED \$ _____

Check payable to: _____

CONFERENCE COORDINATOR

Date
Signed

Address: _____

Signed _____

REGION GOVERNOR

Date
Signed

Date Submitted _____

***Receipts required for ALL items**

Send voucher & receipts to Conference Coordinator

One copy will be returned with your reimbursement.

CONFERENCE TREASURER

Date Paid
Signed
Check #
Assigned to account(s) #s

CLEAR FORM