



# United States Women of Today

## Expense Voucher

Send completed form to USWT Treasurer, postmarked May 1st. Attach all receipts and itemize expenses below.

Name \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_ Total Expenses \$ \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature \_\_\_\_\_

Expenses	Description of Expense	Quantity	Amount
Phone			
Postage			
Copies & Supplies			
Other Officer Expenses			
Incentives			
Travel			
Miscellaneous			

### For Treasurer's Use Only

Annual Budget \_\_\_\_\_ Date Paid \_\_\_\_\_

Paid Year to Date \_\_\_\_\_

Paid This Voucher \_\_\_\_\_ Check No. \_\_\_\_\_

Total Paid \_\_\_\_\_

Remaining Budget \_\_\_\_\_

Approved by \_\_\_\_\_