

# VOUCHER FOR ONLINE MEETING REIMBURSEMENT



**DISTRICT 101**

Date of request: \_\_\_\_\_

Requester Name: \_\_\_\_\_

Club Office Held: \_\_\_\_\_

Check payable to (full name): \_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_

1. Complete this form.
2. Attach organized receipts. Tape receipts smaller than this piece of paper to a piece of plain white paper. Multiple receipts may be taped to one page. Clearly indicate which amount on the receipt is being requested for reimbursement and note the corresponding number as listed below.
3. Submit via email District Admin Manager (admin@d101tm.org) for review, confirmation, and update of available district credits.
4. **Totals over Program Maximum or available Club District Credits will be considered non-reimbursable and Reimbursement adjusted accordingly by the Admin Manager.**
5. The District Director reviews, approves, and forwards to the finance manager for payment.

Line	Month of Expense	Currency	Amount	Expense Description (If travel, indicate mileage and rate used in calculation.)	Finance Manager's Use Only		
					Account Label	Reporting Code	Event Period
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
			Total:				

**Approvals**

District director's name (print): \_\_\_\_\_ District director's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Finance manager's name (print): \_\_\_\_\_ Finance manager's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Check Number: \_\_\_\_\_ Check Date: \_\_\_\_\_ Check Amount: \_\_\_\_\_