

EXPENSE VOUCHER INSTRUCTIONS

Current date: Enter the date in which you complete this form.

Building Phone #: Provide your building phone number in case we have a question.

Extension: Enter your room extension.

Name: First and last name of payee.

Room #: Provide your building room number.

Building: Check which building is your base.

Date of expenditure: Enter the date the expenditure was made.

Amount: Provide the total dollar amount you are requesting for reimbursement.

Purpose of expenditure: Explain the expenditure and *attach original receipts*. The voucher will not be processed without the proper documentation.

Item(s) Purchased: List the items on the receipt that were purchased for the above purpose.

Signature: Sign your name authorizing payment.

HOW TO SUBMIT

- Complete one form for each expenditure. Keep a duplicate copy for your file.
- Attach original receipts or invoices for all listed expenses.
- Use a separate voucher for each officer, representative, or member.
- Send the completed form with original supporting documentation to: Agostino Monti at Chairville
- **Any PRIDE reimbursements must first be sent to the PRIDE chair, who will then forward them to the treasurer.**