

2009-2010	
VOUCHER FOR REIMBURSEMENT	
DISTRICT 84 (legibility & proper support will increase speed of reimbursement)	
Date of Request:	Full Name of Person Submitting Request:
Position:	Check payable to and mailing address:
Club Name:	
Division:	
Club No.:	
E-mail:	

***** **Signature:** _____ *****

Reimbursement of expenses on behalf of District 84 must use District 84 voucher & include proper receipts.

1. Return this form along with attached receipts to the District 84 Treasurer (address below).
Any receipts smaller than 8½ by 11 inches must be taped to 8½x11 paper. All 8½x11 pages must be stapled together behind this reimbursement voucher. Sign this voucher.
2. The Treasurer will regularly meet with the District Governor. Upon reviewing and approving the voucher, the District Treasurer will have the OK to pay.
3. District Treasurer will mail payment within 7 days of approval of voucher by District Governor.
4. All Travel expenses should include origin, destination, number of miles, purpose of trip and mileage support attached to support request.
5. If request is for Conference expenses, please use Conference Reimb Voucher at toastmastersd84.org

Mail Form with Receipts to: Kathy Emerson, ATMS/AL
 District 84 Treasurer
 PO Box 510472
 Melbourne Beach, FL 32951-0472

District Governor's Approval: _____ (Signature)

Expense Code*	Expense Date	Amount	Description
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
	TOTAL	\$	

Treasurer's Approval _____ Check #: _____ Date Mailed: _____

* Expense Codes (select for proper posting to budget):

- | | | |
|---|--|--|
| <p>A. Marketing</p> <ol style="list-style-type: none"> 1. Building new clubs 2. Membership growth 3. Club coaches 4. Rebuilding 5. Recognition 6. Other <p>B. Communications & public relations</p> <ol style="list-style-type: none"> 1. District newsletter 2. Web page 3. Directory 4. Postage 5. Other (provide explanation) | <p>C. Education and training</p> <ol style="list-style-type: none"> 1. Distinguished clubs 2. Training club officers 3. Training division and area governors 4. Distinguished areas and divisions 5. Other (provide explanation) <p>D. Speech contests</p> <ol style="list-style-type: none"> 1. Awards and certificates 2. Other (provide explanation) <p>E. Administration</p> <ol style="list-style-type: none"> 1. Stationery 2. Phone | <ol style="list-style-type: none"> 3. Postage 4. Website 5. Other (provide explanation) <p>F. Travel</p> <ol style="list-style-type: none"> 1. Within district <ol style="list-style-type: none"> a. District governor / Lt. governors b. Division governors c. Area governors d. Other district officers <p>G. Other</p> <ol style="list-style-type: none"> a. Equipment purchase b. Miscellaneous |
|---|--|--|

Thank you for all You do to make District 84 NUMBER 1 in the WORLD!