

**EVERGREEN DISTRICT
BARBERSHOP HARMONY SOCIETY
Expense Voucher Form**

CLICK ARROW BY
OFFICER NAME FOR
DROPDOWN LIST

RESET FORM



Officer Name

Officer Position

Budget Heading

Event

Event Dates

Today's Date

Time Allocated

Timesheet **Administrative**

Mission/Program

Explanation

| Canadian | U.S. | Explanation |
|----------|------|-------------|
|----------|------|-------------|

Travel:

Airfare

Parking

Mileage (- \$0.30 per mile) miles

Lodging

Meal allowance:

Breakfast (- \$9 per meal) # of meals

Lunch (- \$9.5 per meal) # of meals

Dinner (- \$18.50 per meal) # of meals

Registration fees

Hospitality charges

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Office:

Printing and copying

Postage

Supplies

Telephone

Computers

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Other:

List Budget Category

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Subtotals

Canadian Conversion Rate Don may insert a more correct exchange rate based upon date of event

Last updated 01/13/2021

Grand Total (in U.S. funds)

| | | |
|-----------------------------------|-----------------------|----------------------|
| Issue and send check to: | Submitted by: | <input type="text"/> |
| <input type="text" value="#N/A"/> | Approved by: | <input type="text"/> |
| <input type="text" value="#N/A"/> | Date Approved: | <input type="text"/> |
| <input type="text" value="#N/A"/> | Check #: | <input type="text"/> |
| <input type="text"/> | Date Paid: | <input type="text"/> |