



OPTIMIST INTERNATIONAL



DISTRICT EXPENSE VOUCHER

I hereby certify that I have incurred the following expenses in meeting the responsibilities of my office and request reimbursement by the District Secretary-Treasurer within the provisions of the budget and available funds of the district.

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_

Indicate nature and purpose of expense: \_\_\_\_\_

Club Visitation Report enclosed  Club Visitation Report submitted on \_\_\_\_\_

ITEMS (Attach paid invoice where possible)	AMOUNT
	\$

IF REIMBURSEMENT FOR TRAVEL, INDICATE THE FOLLOWING

Date	From	To	Miles	Amount or ¢ per mile

Approved \_\_\_\_\_ Total Expenses \$ \_\_\_\_\_  
GOVERNOR

TO BE COMPLETED BY DISTRICT SECRETARY-TREASURER

Account No.                      Amount

Budget Account(s) charged to: \_\_\_\_\_ Paid by Check No.: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date \_\_\_\_\_ By \_\_\_\_\_  
DISTRICT SECRETARY-TREASURER