

# Key Club International Texas-Oklahoma District

## REIMBURSEMENT VOUCHER

**PLEASE PRINT OR TYPE ALL INFORMATION**

Pay to the order of \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

For \_\_\_\_\_

| <u>ITEM</u>                        | <u>AMOUNT</u> | <u>ACCOUNT</u> |
|------------------------------------|---------------|----------------|
| MILEAGE _____ Miles X \$0.35 _____ |               |                |
| VEHICLE RENTAL/FUEL _____          |               |                |
| AIRLINE _____                      |               |                |
| CAB/UBER FARE _____                |               |                |
| SUPPLIES _____                     |               |                |
| OTHER (please describe)            |               |                |

### **DCON**

SUPPLIES \_\_\_\_\_

OTHER (please describe)

Special Instructions

TOTAL

**Copies of Receipts, Invoices, etc MUST accompany this voucher in a SEPARATE e-file before any payment may be made.**

Submitted: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by:

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Financial Administrator

\_\_\_\_\_  
Date: \_\_\_\_\_