

The International Association of Round Dance Teachers, Inc.

PO Box 1928, Auburn, ME 04211 1-877-943-2623 1-207-904-0220
EMAIL: roundalab@roundalab.org WEB PAGE: http://www.roundalab.org

EXPENSE VOUCHER

COMMITTEE: _____

Name of Payee: _____ Phone: (____) _____

Street: _____

City/State/Zip: _____

Purpose of Expenditure: _____

EXPENSES

1. Printing	\$ _____.
2. UPS/Postage	_____.
3. Telephone	_____.
4. Misc. (Please explain below)	_____.
5. Travel Expense	
Transportation _____.	
Lodging _____.	
Meals _____.	
Total Travel Expense	_____.

TOTAL EXPENDITURE \$ _____.

Office Use Only
Accounting Codes

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Explanation of #4: _____

Payee Signature: _____ Date: _____

*Approved by: _____ Date: _____

Procedures for submitting an Expense Voucher:

1. Fill in all appropriate information.
2. Be sure to include all receipts.
3. Make sure you have signed the Voucher--**Payee Signature**.
4. After all information as been filled in, receipts attached and signed, forward to:
 - * a) Committee Chairman--if serving on a committee.
 - * b) Appropriate Coordinator--if a Committee Chairman.
 - * c) General Chairman--if you are on the Board of Directors.

Committee Chairman, Coordinator or General Chairman will forward the approved voucher to the RAL office for payment.