



## NEBRASKA Women of Today Expense Voucher

Send completed form to NEWT Treasurer.

Name \_\_\_\_\_

Date \_\_\_\_\_

Position \_\_\_\_\_

Total Expenses \$ \_\_\_\_\_

Check Payable To \_\_\_\_\_

Address \_\_\_\_\_

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

Signature \_\_\_\_\_

**Itemize expenses below and attach all receipts with items circled.**

**Expenses Description of Expense Quantity Amount**

Phone

Postage

Copies & Supplies

Other Officer Expenses

Incentives

Travel

Miscellaneous

Other (explain)

**For Treasurer's Use Only**

Budget Account \_\_\_\_\_ Amount to Debit Account:

\$ \_\_\_\_\_

Budget Account \_\_\_\_\_ Amount to Debit Account:

\$ \_\_\_\_\_

Budget Account \_\_\_\_\_ Amount to Debit Account:

\$ \_\_\_\_\_

Paid This Voucher \_\_\_\_\_ Check No \_\_\_\_\_

Total Paid Year to Date \_\_\_\_\_ Paid Date \_\_\_\_\_

Remaining Budget \_\_\_\_\_