



~ IN-HOUSE EXPENSE VOUCHER ~

This Voucher MUST Be Completed by ALL Officers, - Committee Chairpersons, - or Any Other Member of Our Lodge Requesting Reimbursement from Lodge Funds for Items Purchased in Support of Any Official Lodge Function

EACH Request MUST be APPROVED by an Officer of Our Lodge or the Designated Chairperson of a Recognized Committee, and the Account Number to which the Purchase is to be Charged MUST be Entered

A Copy of the Original Receipt MUST Be Attached to This Document, and – The Individual MUST Sign, Date, and Enter their Member Number in Order for This Voucher to be Processed

~ Return Your Completed Document to Our Lodge Treasurer for Reimbursement ~

Name of Filer: _____

Your Position at Our Lodge: _____

Activity or Event for Which Purchase was Made: _____

Amount for Which Reimbursement is Requested: \$ _____

Make Check Payable to (Name): _____

Instructions for Issuing Check:

I Will Pick it Up at the Lodge (State Location): _____

Please Mail to Me at the Following Address:

(Street) _____

(City/Town) _____ **Zip:** _____

(Phone) _____

Filer's Signature/Member Number: _____ **Date:** _____

Account & Number to Which This Purchase is to be Charged: _____

Approval (If Filer is Not an Officer/Committee Chair): _____ **Date:** _____