

VFW AUXILIARY - Missouri 2023-2024 Expense Voucher

Complete the information below so you can be reimbursed for your expenses. All official VFW Auxiliary business must have the approval of the Department President. Expense vouchers must be received within 15 days of the visit or event.

Personal Information: *Please Print Clearly*

Date: _____
 Name: _____
 Office: _____
 Address: _____

Check one of the following that represents the expense.

- Department President's Visit to District
- Officer's Expense
- Line Officer's Visit to District
- District President's Official Visit to Auxiliary
- Representative sent by Department President
- Chairman's Expense for Program
- VAVS for Hospital
- Other

Auxiliary/District: _____
Date of Visit: _____
Address of Auxiliary/Post:

Odometer Readings (Attach mileage from map quest or Google maps.)

Starting mileage: _____
 Ending mileage: _____
 Total Mileage: _____
 Total Mileage X \$.40 _____
 (Enter dollar amount in the Total)

Total Expenses: (All receipts must be attached to the Voucher)

Advance Payment (Check or Credit Card) *subtract your expenses from this amount \$ _____

Mileage from odometer reading \$ _____

Airline flight expense \$ _____

Hotel \$ _____

Postage \$ _____

Phone \$ _____

Supplies \$ _____

Other \$ _____

Total owed to Department \$ _____

Total Expense owed to you \$ _____

Explain reason for expense if not a visit to A District or an Auxiliary:

Attach all receipts to voucher and send to:

Jackie Davis
Department Secretary/Treasurer
3849 Hwy 47 W
Troy, MO 63379

Email voucher to both the
Department President Judi Linneberger
judilinnvfwaux@yahoo.com

And
Department Treasurer Jackie Davis
vwauxdeptmo@gmail.com

Office Use Only

Voucher NO: _____

Dept President's signature: _____

Approved: _____

Processed: _____ Ck no: _____ Amount: _____

This check covers: _____

