



LWML ROCKY MOUNTAIN DISTRICT EXPENSE VOUCHER

Attn: Yvonne Steeby
 LWML RMD Treasurer
treasurer@lwmlrmd.org

Voucher Submit Date:

Keep one copy for your files.

Send one copy of this voucher to the President by mail or email.

Scan or attach any receipts.

Pay to:

Mail to:

Signed:

Meeting Type

Start Date

End Date

Approvals

VP or Chairman

Date:
Signed:

President

Date:
Signed:

Treasurer Only

Date Paid:
Check #:
Amount:
Donation:
Signed:

Account	Description	Miles	Amount
	Travel (total miles—amount calculated automatically at 35 cents/mile)		
	Travel (not mileage, such as air)		
	Lodging		
	Meals		
	Supplies		
	Postage		
	Printing		
	Other		
	Other		
		Total	
Donation (Optional)		Donation	
		Net Check	

Additional Information
(if needed):

Donation Receipt: Issued to _____ in lieu of payment in the amount of _____

In 2020, this was an added generous gift to our Mite Fund. You received no goods or services other than intangible religious benefits in exchange of this donation. Please keep this receipt for your tax records.