



**DAUGHTERS OF PENELOPE
EL CAMINO REAL DISTRICT 20
Lodge Officer Expense Voucher**

List in detail and attach receipts for all applicable expenses incurred. Forward original to the District Governor and keep a copy for your records. The District Governor will then forward the voucher upon approval to the District Treasurer for payment. (Copies may be emailed.)

Name _____

Office _____

Visitations: (Chapter Name & No.)

Date:

_____	_____
_____	_____
_____	_____
_____	_____

Total: \$ _____

Receipts

Item/Purpose used for

Budget Line #:

Amount:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Receipts: \$ _____

Voucher Total: \$ _____

Signature of submitting Officer: _____ **Date** _____

Signature of District Governor: _____ **Date** _____

Treasurer's Log – Check # _____ **Dated** _____ **in the amount of \$** _____