

Expense Voucher

Peninsula Quilters, Inc.		Received from (<i>please print</i>) :					
PO Box 2423 Redwood City, CA 94064		Date received:					
Items to be Reimbursed		Category Type					
Describe Items and/or vendor, etc. or enter note: "see attached info" <i>(Use as many lines as needed for description)</i>	Amount	Check Boxes that Apply	#	Name	Sub-Category	Amount <i>(to be completed by Treasurer)</i>	
	\$		3411	Speaker	Fee	\$	
			3412		Travel		
			3414		Lodging		
			3415		Meals		
			3421	Workshop	Fee		
			3422		Travel		
			3424		Lodging		
			3425		Meals		
			3130	Hospitality			
			3350	Raffel Prizes			
			3612	Outreach	Batting		
			3614		Backing		
		Other - please list below (<i>no category # needed</i>) :					
TOTAL DUE:	\$	TOTAL DUE:				\$	

PAYABLE TO <i>(please print)</i> :		CHECK # :	ACH/Debit Card Date:
Receipts attached <i>(please initial)</i> :		CHECK DATE:	
NOTES:		CHECK TOTAL:	\$
		ENTERED - Date:	By: