



FLORIDA FEDERATION OF CHAPTERS

Voucher for Official Federatic

Name : _____ Title : _____
 Address : _____ District : _____
 City : _____ Zip Code : _____ Month : _____ Year : _____

DATE	PURPOSE OF TRIP	BREAK-FAST	LUNCH	DINNER	TOTAL MEALS	LODGING	GRAND TOTAL	
					\$-		\$-	
					\$-		\$-	
					\$-		\$-	
					\$-		\$-	
					\$-		\$-	
					\$-		\$-	
					\$-		\$-	
					\$-		\$-	
					\$-		\$-	
SUB-TOTAL MEALS & LODGING		\$-	\$-	\$-	\$-	\$-	\$-	
MILEAGE		MILES @ \$.47 X					\$-	
TOLLS								
OTHER TRAVEL COSTS (Explain)								
SUB-TOTAL FOR TRAVEL							\$-	
OFFICE EXPENSES		POSTAGE	PRINTING	SUPPLIES	PHONE	TOTAL		
SUB-TOTAL OFFICE EXPENSES							\$-	
GRAND TOTAL OF VOUCHER							\$-	

SUBMITTED BY : _____ DATE : _____
 APPROVED BY : _____ DATE : _____

Accounting use only :	
Voucher No:	_____
Date Paid:	_____
Check No.:	_____
Date Paid:	_____

REMARKS

NOTE : Please review current FL. Federation Fiscal Policy for allotted amounts