



# FLORIDA FEDERATION OF CHAPTERS

## Voucher for Official Federation Duties

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 @     |         |             |
| 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 :<br><br>Voucher No: _____<br>Date Paid: _____<br>Check No.: _____<br>Date Paid: _____ |
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| REMARKS: |
|          |
|          |

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