

SOUTHWEST NAHRO EXPENSE VOUCHER

DATE:	FY: 200__	INVOICE #
TO:	Southwest NAHRO Treasurer	
FROM:		
FOR:		
PAY TO:		
ADDRESS:		
	<p>Please indicate Committee or Budget Line Items. Send completed Vouchers to the President for approval (or directly to the Treasurer with a copy to the President). The Service Office does not make direct reimbursements, except in the case of purchases or expenses related to an Annual Conference or other SWRC Meetings. If Voucher is a request to reimburse travel costs, a separate Travel Reimbursement Claim must be submitted. All submissions must be adequately documented</p>	
ACCOUNT #	COMMITTEE/LINE ITEM DESCRIPTION	AMOUNT
	TOTAL	
CERTIFIED:		
	(Signature & Position of Person submitting Claim)	
APPROVED:		
	(Signature of President or other Authorizing Authority)	
DATE:		
	FOR TREASURER'S USE ONLY	
ACCOUNT #	LINE ITEM:	AMOUNT
DATE PAID:		CHECK #