



700 E. Melrose Ave  
 Findlay, OH 45840  
[belinda@maumeevp.org](mailto:belinda@maumeevp.org)

**Expense Voucher**

*(Not for mileage use)*

Make Check payable to person named below:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Committee/Vendor: \_\_\_\_\_

Date: \_\_\_\_\_ Amount Due: \$ \_\_\_\_\_

Description of Expense: \_\_\_\_\_

Business Purpose of Expense: \_\_\_\_\_

Receipt/Bill:  Attached  No

Expense Account Number:	_____	Amount	_____
Expense Account Number:	_____	Amount	_____
Expense Account Number:	_____	Amount	_____
Expense Account Number:	_____	Amount	_____
Expense Account Number:	_____	Amount	_____
		Total	_____

Committee Approval: \_\_\_\_\_

Reference # \_\_\_\_\_ Check # \_\_\_\_\_  
 EFT \_\_\_\_\_  
 General Journal \_\_\_\_\_



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