

**EVERGREEN DISTRICT  
BARBERSHOP HARMONY SOCIETY  
Expense Voucher Form**

CLICK ARROW BY  
OFFICER NAME FOR  
DROPDOWN LIST  
NAMES ARE ALPHA

RESET FORM



Name:

Officer Position:

Budget Heading:

Event:

Event Dates:

Today's Date:

**Explanation**

Reimbursement for various travel expenses related to attending Harmony College NW as a Faculty and/or Staff member

Canadian	U.S.	Explanation
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**Travel:**

Airfare

Parking

Mileage ( - \$0.30 per mile)  miles

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="-"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Lodging**

**Meal allowance:**

Breakfast ( - \$13.60 per meal)  # of meals

Lunch ( - \$14.40 per meal)  # of meals

Dinner ( - \$27.20 per meal)  # of meals

<input type="text"/>	<input type="text" value="-"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="-"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="-"/>	<input type="text"/>

Registration fees

Hospitality charges

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Office:**

Printing and copying

Postage

Supplies

Telephone

Computers

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Other:**

List Budget Category

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Subtotals**

Canadian Conversion Rate

Don may insert a more correct exchange rate based upon date of event

Last updated 6/1/2023

Grand Total (in U.S. funds)

**Issue and send check to:**

Name:

Address:

City/State or Province:

Zip or Postal Code:

**Submitted by:**

Approved by:

Date Approved:

Check #:

Date Paid: