**OH2 LIONS**

**Expense Voucher**

**Date: Meeting:**

 **(or Cabinet Position)**

Any voucher over 60 days old must first be approved by the Governor.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Club/City | Miles | $.50/mi | \*Hotel | \*Phone | \*Postage | \*\*Misc |  | Total |
|   |  |  |  |  |  |  |  |  | $  |
|   |  |  |  |  |  |  |  |  | $  |
|   |  |  |  |  |  |  |  |  | $ |
|   |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | TOTAL |  | **$**  |
| \*\*Explanation Here – Receipts Required |
|   |
|  |

\*RECEIPTS REQUIRED

Please print name The person signing this voucher attests that

(and address if required) he/she has personally incurred the expenses listed

 above.

 (Your signature)

City State Zip

 Approved by: PDGA

 CT

**NO CHECK WILL BE PRINTED UNTIL APPROVED – see other side for Rules of Audit**

**LIONS OF OHIO**

**RULES OF AUDIT**

~~1. Hotel: Receipt Bill required – Maximum allowance single rate, $75.00 per day.~~

2. Automobile Mileage: $.25 per mile – all expenses of travel included in this figure.

3. Meals: Meals are not reimbursed.

4. Telephone Tolls: Showing person called – claims must be itemized.

5. Postage: Reasonable amount allowed.

6. Expenses pertaining to a convention: Will be allowed only on authorization of the Governor.

7. Any claim delayed more than 60 days must be approved by the District Cabinet or PGA Association, whichever is involved.

8. All Miscellaneous expenses of any type must be approved by the Governor or head of the association/zone, and Multiple District Treasurer before a check can be issued