

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
								\$
								\$
								\$
TOTAL								\$

**Explanation Here – Receipts Required

***RECEIPTS REQUIRED**

Please print name
(and address if required)

The person signing this voucher attests that
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