VFW Auxiliary
Department of Kansas

Department Expense Voucher

Date of Event:_____ **Town:** _____
Name: _____
Address: _____
_____
_____

Itemize Expenses Below and Attach Invoice or Receipts

Amount	Purpose:
_____	**Council of Administration--Program Chairmen** Up to $45.00 for hotel : (for one night) Mid-Summer School of Instruction (for one night) Mid-Winter Conference (for two nights) Department Convention
_____	**District President** Up to $45.00 for hotel : (for one night) Fall Conference (for one night) Spring Convention
_____	***Permission must be granted by Department President to spend night on inspection.***
	Did you share a roon ? Name_____
_____	***Round Trip Miles 000 at $ .30 per mile***
_____	**Round Trip Miles 000 at $.30 per mile (Official Visit - Dept Representative)**
_____	_____
_____	_____
_____	_____
_____	**GRAND TOTAL**

Signature:_____ **Office Held:**_____

Date Approved:_____ **Approved By:**_____
Dept. President

Please print clearly

Send one copy to - Dept. President Kim Butcher, 906 E 4th St, Newton, KS 67114
Send one copy to - Dept. Treasurer Jeanette Cox, PO Box 414, McPherson, KS 67460