VOUCHER NO.: PAGE 1 OF ___

EXPENSE VOUCHER

THE NATIONAL RAILWAY HISTORICAL SOCIETY WASHINGTON, D.C. CHAPTER, INC.

SUBMITTED BY:

CHECK EVENT TYPE AND IDENTIFY:

□ Excursion □ Trip □ Charter □ Sales
□ Banquet □ Picnic □ Other Event □ N/A

Event Name : _____

Event Number: _____ Event Date: _____

THIS IS A (CHECK ONE):
□ Debit/Direct Payment Account Expense
□ Payment/Check Request
□ Payment/Reimbursement Expense

Name and Address to make payment to:

_____

_____

_____

□ Credit Card Reconciliation Report

ITEM #	PAYEE (or vendor/store on receipt) AND DESCRIPTION OF TRANSACTION (for example: Dominion Electric Supply; light bulbs)	ACCOUNT #	AMOUNT
To be completed by submitter:		**TOTAL**:	

	GENERAL NOTES	*Treasurer/Comptroller Use Only*	
		ACCOUNT	AMOUNT
SUBMITTER SIGNATURE: _____ **DATE:** _____			
CHECK No.:	DATE:	TOTAL AMOUNT:	

***ADDITIONAL AUTHORIZATION (IF REQUIRED)*: SIGNATURE: _____ DATE: _____**

E-mail voucher and supporting receipts in PDF format to `vouchers@dcnrhs.org` or mail to the current Chapter Official address as listed on the contact us page on our web site.

EXPENSE VOUCHER ACCOUNT # CODE INFORMATION

Use of this voucher is restricted to the EXPENSE account number codes listed at http://www.dcnrhs.org/about-us/the-board/vouchers for the current budget year. For questions about which code to use, please contact the Treasurer. Incomplete/incorrect vouchers will be returned to the submitter.

Form EXP version 03/2019