CREDIT CARD EXPENSE/RECONCILIATION AND CREDIT SUMMARY REPORT

Submitters Name: ______________________ **Date of Submission:** _______________________

Date	Amount	Vendor	Description	Income/Expense Code	Class Code (Excursion Name or other)	Notes

TOTAL: **$0.00**

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

VOUCHER ACCOUNT # CODE INFORMATION
Use of this voucher is restricted to the account number codes listed at http://www.dcnrhs.org/about-us/the-board/vouchers for the current budget year. Most items will be recorded as expenses. Credits/Refunds should be recorded as miscellaneous income. For questions about which code to use, please contact the Treasurer. Incomplete/incorrect vouchers will be returned to the submitter.