## **MISGA EXPENSE VOUCHER**

NAME		PHONE	PHONE		DATE		
ADDRESS			E-MAIL				
CITY				STATE		ZIP	
	* Attach all available receipts/invoices.  * Official mileage is payable at \$0.655 per mileMILES Enter under TRAVEL \$  * Use this specific form for expenses chargeable to MISGA and NOT to the Division.  * Forward this completed form (signed & dated) to the MISGA President for approval and processing						
DATE	DESCRIPTION	TRAVEL \$	PRINT \$	POSTAGE \$	OTHER \$	OTHER \$	
	COLUMN TOTALS \$						
	TOTAL ALL COLUMNS >>>>>>>>>  TOTAL REIMBURSEMENT REQUESTED >>>						
I Certify that all items listed were expended by me for authorized activities on behalf of MISGA.							
	Signature/Date						
		PAID					
			Date	Check #	MISGA	Treasurer	
APPROVED:							
	MISGA President		Date	•			

<sup>\*\*\*</sup> Typed names on this form are accepted as electronic signatures \*\*\*