**ZONTA DISTRICT 11 EXPENSE VOUCHER**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Voucher No. |       |  |
| (Filled in by Treasurer) |  |
| Submitted by |       | Title |       |  |
| Expenses incurred for: |       |  |
| Commercial Transportation: | Air Fare $ |       |  |
|  | Bus/Taxi $ |       | = |       |
| Mileage: | Number of miles |       | X | $ |       | per mile | = |       |
| Dates: |       |  |       |  |       |  |       |  |       |  |
| Daily Totals | $ |       | $ |       | $ |       | $ |       | $ |       |  |
| Lodging | $ |       | $ |       | $ |       | $ |       | $ |       | = |       |
| Meals \*\* | $ |       | $ |       | $ |       | $ |       | $ |       | = |       |
| Tips: | $ |       | $ |       | $ |       | $ |       | $ |       | = |       |
| Tolls: | $ |       | $ |       | $ |       | $ |       | $ |       | = |       |
| Telephone: | $ |       | $ |       | $ |       | $ |       | $ |       | = |       |
| Postage: | $ |       | $ |       | $ |       | $ |       | $ |       | = |       |
| Miscellaneous: (Itemize) |       | = |       |
|  |       | = |       |
|  |       | = |       |
|  |       | = |       |
|  |       | = |       |
|  |       | = |       |
|  | **GRAND TOTAL** | = | $ |       |
| \*\* Meals: (Actual expenses up to maximum allowable of $50.00 per day) |
| Signature |       | Date |       |
| **~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~** |
| **Treasurer’s Records** |
| Check the category that these expenses are for. (Note: If there are for more than one category then code them above. |
| [ ]  | Unrestricted operating fund | [ ]  | District Conference | ([ ]  | R | [ ]  | U) | [ ]  | Restricted Field Service reserve |
| [ ]  | Restricted Organization & Extension reserve | [ ]  | Restricted Rosa E. Fiol reserve |  |
| Check No. |       | Date |       |  |
|  | Approved | [ ]  | Yes | [ ]  | No | [ ]  | Partial |
| Amount charged: |
|       | $ |       | Partial Amount | $ |       |  |  |
|       | $ |       | Reason |       |
|  |       |  |       |  |
| Treasurer’s Signature(Governor approved) |  | Date |

Effective date: 1/1/2020

**DISTRICT 11 POLICY**

**ON**

**REIMBURSEMENT OF EXPENSES FOR ZONTA BUSINESS**

 Reimbursement should be requested on a district voucher submitted with appropriate back-up

data to the Treasurer. Vouchers will be sent to the Governor for final approval. Reimbursements will be

as follows:

**MEALS** **Actual expenses incurred**, up to the maximum amount allowable.

Tips will be claimed separately. Alcoholic beverages are **NOT** reimbursable. RECEIPTS ARE NOT REQUIRED.

 Maximum Amount: **$50.00/day**

**LODGING Actual expenses incurred** (room rate plus sales tax) RECEIPT REQUIRED

**TRANSPORTATION** Commercial transportation (air fare, taxi fare, bus fare)

**Actual expenses incurred**; RECEIPT REQUIIRED IF AMOUNT EXCEEDS $25.00

**Mileage** (in lieu of commercial transportation) IRS standard mile rate per mile less stipulated depreciation per mile, round trip.

 RECEIPTS NOT REQUIRED.

**TOLLS/TIPS**  **Actual expenses incurred.**

RECEIPT REQUIRED IF AMOUNT EXCEEDS $25.00.

**TELEPHONE** **Actual expenses incurred** for Zonta business. For amounts exceeding $25.00, a copy of the phone bill or a “log” containing pertinent information is required.

**POSTAGE** **Actual expenses incurred;** RECEIPT REQUIRED IF AMOUNT EXCEEDS $32.00.

**OVERNIGHT** **Actual expenses incurred**; RECEIPT REQUIRED FOR EACH

**DELIVERY SERVICE** OCCURRENCE.

**MISCELLANEOUS Actual expenses incurred;** description of item/service required;

RECEIPT REQUIRED IF AMOUNT EXCEEDS $25.00.

 Note: To ensure prompt payment, attach all necessary back-up information to the voucher.

It is not necessary to wait until you have several vouchers before submitting them.

Reimbursements will be made as vouchers are received.

Effective date: 1/1/2020