

**AAUW Danville Alamo Walnut Creek
Expense Voucher**

Date of Request:	
Event or Purpose:	
Requestor Name:	

Check #:	
Date:	

Recipient or Business Name:	
Street Address:	
City, State, Zip:	

Date	Description of expense, include event or task <i>See Instructions Below</i>	Amount	
Total			

Please provide attached sheet(s) with photocopies of receipts for all of the expenses shown above.

If the expense amount requires additional approval, Treasurer to sign below indicating that approval was received.

- *Speaker honorarium greater than \$200 (requires Board approval)*
- *Any expense greater than \$250 over budgeted amount (requires Board approval)*
- *Any expense greater than \$1000 (requires two authorized signatures on check)*

Treasurer signature if needed: _____

Date: _____