## AAUW Danville Alamo Walnut Creek Expense Voucher

Recipient or Business Name:  Street Address:  City, State, Zip:  Date  Description of expense, include event or task See Instructions Below  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 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)	Date of Request:	Check #:	
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