

**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: \_\_\_\_\_