

Grand Commandery Knights Templar of Iowa
Miscellaneous Expense Voucher/Request for Reimbursement
(Please Attach Receipts)

Sir Knight _____

Address _____

City _____ State ____ Zip: _____

	Date	Expense Item	Authorization	Amount
1.				
2.				
3.				
4.				
5.				
6				

Signed _____ Date _____ Total \$ _____

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Miscellaneous Expense Voucher

This voucher should be used to claim expenses for tangible items such as postage, stationary, equipment, and etc. Entries should be made under each heading.

Date: date of the expense (should correspond to receipt dates).

Expense Item: Enter the budget account under which the expense should be recorded, for example, Board of Instruction; postage; or Grand Conclave. If you are not sure, contact the Grand Recorder.

Authorization: If the expense is accrued under a normal budget item and the item is not over, enter "BUDGET," If the expense is not budgeted or the item is over budget, enter "GRAND COMMANDER" and attach his authorization. Any questions should be addressed to the Grand Recorder.

Amount: Enter the amount of the expense.

Total your expenses.

Attach all receipts or a copy thereof.

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