

## Guidelines Check List

The Delta Kappa Gamma Society International  
Mu State Organization

Please check the appropriate approvable items.

### Expense Voucher

\_\_\_\_ State Officer/Committee Chair

Date \_\_\_\_\_

\_\_\_\_ Committee Member attendance requested

Person making request: \_\_\_\_\_

\_\_\_\_ Special activity requested by President

Check should be made out to: \_\_\_\_\_  
(If different from above)

\_\_\_\_ Mileage: miles (roundtrip) \_\_\_\_\_ X \$0.30 + tolls \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_ Economy air fare

Position: \_\_\_\_\_  
(Officer, Committee Chair, etc.)

\_\_\_\_ 1/2 lodging or less

Before filling out this section, complete the "Guidelines Check List".

\_\_\_\_ Registration

1. \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_ Printing

2. \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_ Postage

3. \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_ Telephone

4. \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_ Receipts (include tolls)

5. \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_ Society business (not included in registration)

Total amount: \$ \_\_\_\_\_

\_\_\_\_ Other: Explain on separate sheet

Signed: \_\_\_\_\_

\_\_\_\_ Sign, mail to Mu State President

Signed by Committee Chairman: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_ Mail before **June 1** of fiscal year

Approved by President: \_\_\_\_\_ Date: \_\_\_\_\_

**Voucher must be mailed by June 1 of the fiscal year to the State President, not directly to the State Treasurer.**