## **Guidelines Check List**

Mail before <b>June 1</b> of fiscal year	Other: Explain on separate sheet	Society business (not included in registration)	Receipts (include tolls)	Telephone	Postage	Printing	Registration	1/2 lodging or less	Economy air fare	Mileage: miles (roundtrip) X \$0.30 + tolls	Special activity requested by President	Committee Member attendance requested
		Other: Explain on separate sheet	Society business (not included in registration)  Other: Explain on separate sheet	Receipts (include tolls)  Society business (not included in registration)  Other: Explain on separate sheet	Telephone  Receipts (include tolls)  Society business (not included in registration)  Other: Explain on separate sheet	Postage  Telephone  Receipts (include tolls)  Society business (not included in registration)  Other: Explain on separate sheet	Printing  Postage  Telephone  Receipts (include tolls)  Society business (not included in registration)  Other: Explain on separate sheet	Registration Printing Postage Telephone Receipts (include tolls) Society business (not included in registration) Other: Explain on separate sheet	1/2 lodging or lessRegistrationPrintingPostageTelephoneReceipts (include tolls)Society business (not included in registration)Other: Explain on separate sheet	Economy air fare  1/2 lodging or less  Registration  Printing  Postage  Telephone  Receipts (include tolls)  Society business (not included in registration)  Other: Explain on separate sheet	miles (roundtrip) y air fare ging or less tion tion (include tolls) business (not included in resplain on separate sheet	activity requested by Presic miles (roundtrip) y air fare ging or less tion tion ne (include tolls) business (not included in resplain on separate sheet
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Revised 10/2014

## The Delta Kappa Gamma Society International Mu State Organization

## **Expense Voucher**

Approved by President:	Signed by Committee Chairman:	Signed:	Çī	4.	3.	2.	1.	Before filling out this section, com	Position: (Officer, Con	Address:	Check should be made out to:	Person making request:	
Date:	Date:	Total amount: \$	₩ ₩	₩.	\$	\$	€9	Before filling out this section, complete the "Guidelines Check List".	(Officer, Committee Chair, etc.)		(If different from above)		Date

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