

# Form 1464 Officer Expense Voucher

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

National  Regional

City & State \_\_\_\_\_ Zip \_\_\_\_\_

District  Club

ITEM	AMOUNT
<b>Transportation:</b>	
Plane	
Personal Car                      Miles @                      ¢ Per Mile	
Taxicab or Limousine	
<b>Lodging:</b>	
<b>Meals:</b>	
<b>Telephone:</b>	
<b>Registration at Convention:</b>	
<b>Miscellaneous: (Please itemize)</b>	
<b>TOTAL</b>	<b>\$</b>

Please attach receipts for plane, hotel and meals, together with any other receipts.

<b>Purpose of Trip:</b>

Signed \_\_\_\_\_

Office \_\_\_\_\_

Approved \_\_\_\_\_