

# RSCDS San Diego Expense Voucher

Submitted by: \_\_\_\_\_ Date submitted: \_\_\_\_\_

Expenses for: \_\_\_\_\_  
(general description, e.g., Christmas Ball, Reel Thing, teaching expenses, etc.)

## Itemized expenses: (specific details)

\$ _____	for _____	date _____
\$ _____	for _____	date _____
\$ _____	for _____	date _____
\$ _____	for _____	date _____
\$ _____	for _____	date _____
\$ _____	for _____	date _____
\$ _____	for _____	date _____
\$ _____	<b>Total submitted (attach receipts)</b>	

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## For Treasurer's use:

\$ _____	category: _____
\$ _____	category: _____
\$ _____	category: _____
\$ _____	category: _____
\$ _____	category: _____
\$ _____	category: _____
\$ _____	category: _____

Entries made on: \_\_\_\_\_

\$ \_\_\_\_\_ Check # \_\_\_\_\_ Issued by: \_\_\_\_\_ on \_\_\_\_\_

Payable to: \_\_\_\_\_

Mailed / Delivered to: \_\_\_\_\_ on \_\_\_\_\_