

## OHIO VFW AUXILIARY - EXPENSE VOUCHER

**Mail to:** Ohio VFW Auxiliary, 35 E Chestnut St, Suite 508, Columbus, OH 43215

**Or Email to:** [treasurer@vfwauxoh.org](mailto:treasurer@vfwauxoh.org) (Absolutely NO pictures by phone)

Name: \_\_\_\_\_ Title / Office: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date (s): \_\_\_\_\_

| Event           | District No. | Auxiliary No. | Location |
|-----------------|--------------|---------------|----------|
| District -      |              |               |          |
| Department -    |              |               |          |
| Other Expense - |              |               |          |

*\*When Auxiliary members share a room, the per diem is split per budget*

*\*\*Must be in a VFW approved hotel to receive per diem*

Department Standing Rules govern lodging:

Shared room with: \_\_\_\_\_

Lodging \_\_\_\_\_ Nights @ \$ 60.00 = \$ \_\_\_\_\_

Total Amount      \$ \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*\*\*\*\*

### FOR DEPARTMENT TREASURER USE ONLY

Voucher Number: \_\_\_\_\_

Amount \$ \_\_\_\_\_

Account Number: \_\_\_\_\_

\_\_\_\_\_  
Department Treasurer signature / date

\_\_\_\_\_  
Department President signature / date