Lions Clubs of Iowa
Multiple District 9
Expense Voucher

We Serve

We Serve

Name:		(required)
Title:		(required)
Address:		(required)
Email:		(required)
Phone:		(required)
Date:		(required)
Signature		(required)
Approval		(required)
Budget Line Item:		(reguired)

Rules of Audit:
1) Lodging $85.00 / per day Maxium
2) Meals $35.00 / per day Maxium
3) Mileage $ .50 / per mile

All Expenses require receipts except mileage

Mail to: MD9 Treasurer
16 E Main St Ste 260
Marshalltown, IA 50158

or

Email (PDF File including receipts) to: treasurer@iowalions.org

Date	Description	Meals	Hotel	Miles Driven	Supplies	Other	Sub-Total

Expense Reimbursement Total: _____