FAA GLOBE CASH EXPENSE VOUCHER

NAME: _____ **VOUCHER #:** _____

PURPOSE OF EXPENSE: _____
(Description using 50 characters or less)

DATE OF EXPENSE: _____ **# of pages:** _____

Region/Department/Committee -

For Accounting Department only
Batch:
Ref:
Date:

DOCUMENTATION

Please allocate your activity on this voucher according to the following categories to the nearest 10%.

Lobbying Activity	____%
Contributions, Gifts	____%
General Overhead	____%
Administration	____%
EQUALS =========	**100%**

Account	Description	Total
	Car Rental	$ -
	Data Processing/Internet	$ -
	Lodging (Hotel/Motel)	$ -
	Meals (Food and Drink)	$ -
	Meeting Rooms	$ -
	Mileage	$ -
	Office Supplies	$ -
	Other	$ -
	Parking, Taxi, Gas & Tolls	$ -
	Postage and Express	$ -
	Printing/Photocopy	$ -
	Repairs and Maintenance	$ -
	Telecommunications	$ -
	Transportation (Air and Rail)	$ -
		$ -
		$ -
		$ -
	TOTAL:	$ -

I certify the above expenses, incurred in connection with my official FAA GLOBE duties, are correct and have not been previously submitted for reimbursement.

Signature: _____ *Date:* _____

Signature: _____ *Date:* _____
Treasurer

Mileage *Must include odometer readings and to/from information*

Date	Begin	End	Total	Rate	Balance		To/From
			0	0.14	$ -		/
			0	0.14	$ -		/
			0	0.14	$ -		/
			0	0.14	$ -		/
			0	0.14	$ -		/
total				total	$ -		/

Comments

Please mail this completed and signed voucher to:

FAA GLOBE Treasurer
47 Magnolia Parkway
Hampton, GA 30228

PLEASE KEEP A COPY FOR YOUR RECORDS

Effective 1/1/2010