



Proud VVA Member

# Vietnam Veterans of America Battlefield Chapter #617



## PAYMENT VOUCHER

TO BE COMPLETED FOR ALL DISBURSEMENTS OF **617** FUNDS.  
ALL RECEIPTS SHOULD BE ATTACHED TO THIS VOUCHER AND RETURNED TO THE **617** TREASURER.

DATE: \_\_\_\_\_ AMOUNT PAID: \$ \_\_\_\_\_

PAID TO: \_\_\_\_\_ CHECK #: \_\_\_\_\_

FOR: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_

\_\_\_\_\_ HOME ADDRESS: \_\_\_\_\_

\_\_\_\_\_ (IF CHECK IS TO BE MAILED)

**FOR RELATED TRAVEL OR ATTENDANCE AT FUNCTIONS, COMPLETE THE FOLLOWING:**

All travel and attendance at function must be approved. No reimbursement will be made without a completed voucher.

**TRANSPORTATION:** If personal car is used, enter miles traveled. If commercial carrier, list ticket price at right and attach receipt.

**MEALS:** If per diem is claimed, enter number of days.

NAME OF FUNCTION OR EVENT: \_\_\_\_\_

DATE(S): \_\_\_\_\_

TRANSPORTATION: \_\_\_\_\_ Miles: \_\_\_\_\_

Ticket Price: \$ \_\_\_\_\_

OTHER: \_\_\_\_\_

(itemize - use separate sheet if needed)

\_\_\_\_\_

\_\_\_\_\_

Total other: \$ \_\_\_\_\_

**TOTAL: \$ \_\_\_\_\_**

NOTES: \_\_\_\_\_

All vouchers must be forwarded to the **617** President for review and signature. Upon approval by the President, all vouchers will be turned over to the **617** Treasurer for payment.