



**DAUGHTERS OF PENELOPE
EL CAMINO REAL DISTRICT 20
Lodge Officer Expense Voucher**

List in detail and **attach receipts** for all applicable expenses incurred. Forward original to the District Governor and keep a copy for your records. The District Governor will then forward the voucher upon approval to the District Treasurer for payment. Copies may be emailed to dopdistrictlodge20@gmail.com

Name _____

Office _____

Visitations: (Chapter Name & No.)

\$ Amount

_____	_____
_____	_____
_____	_____
_____	_____

Total \$ _____

Receipts

Item/Purpose used for

Budget Line #

\$ Amount

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Receipts: \$ _____

Voucher Total: \$ _____

Signature of submitting Officer: _____ **Date** _____

Signature of District Governor: _____ **Date** _____

Treasurer's Log: Check # _____ Dated _____ in the amount of \$ _____