

# AFGE Local 2040 Expense Voucher

Reimbursement: \_\_\_\_\_ OR Advance: \_\_\_\_\_

REQUEST DATE: \_\_\_\_\_

Payee: \_\_\_\_\_

Person Requesting Check if not PAYEE: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Budget Category:  Caucus  Election  EBoard  Postage  Convention  Office  Charity  Dental

Perdiem  Publicity  Negotiations  Stipend  Organizing  PerCapita  Training

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

NOTE: IRS and Department of Labor regulations require that all funds disbursed for Travel or for purchase of goods and services be accounted for by a Travel Voucher or receipts. Any funds disbursed as reimbursement or as per diem not accounted for by receipts or Travel Voucher may be subject to reporting to the IRS via IRS 1099.

TRAVEL VOUCHER: If these funds are per diem please fill in the following:

Purpose of Travel: \_\_\_\_\_  
(Examples: Article 46 Negotiations, District Training, National Convention, etc.)

Dates of Travel: FROM \_\_\_\_\_ TO \_\_\_\_\_

Place of Meetings: \_\_\_\_\_  
(Examples: DFAS Hq Washington DC, Salt Lake Hilton, Crystal City Marriott DC. etc.)

PURCHASE: If these funds are for purchasing goods and/or services, Please attach receipts, circling the items to be reimbursed and complete the description of what is purchased below and what it was used for:

Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Person Receiving Funds

Treasurer's Section:

Date of Check: \_\_\_\_\_ Check Number: 6145 Amount of Check: \$ 57.24