



Wisconsin – Upper Michigan District Board Voucher Form  
2007-2008

Budget Account: \_\_\_\_\_

Check Number: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Checklist:  EVERY item has a receipt attached  
 Voucher Log is attached  
 Separate voucher filled out for different budget accounts

**Mileage:** Total miles driven \_\_\_\_\_ \*\$.20 = \_\_\_\_\_  
Total spent on tolls \_\_\_\_\_ = \_\_\_\_\_  
**Total Spent on Mileage** = \_\_\_\_\_

**Printing:** # of copies \_\_\_\_\_ \* \_\_\_\_\_ (max \$.08 white paper) = \_\_\_\_\_  
# of copies \_\_\_\_\_ \* \_\_\_\_\_ (max \$.11 colored paper) = \_\_\_\_\_  
**Total Spent on Copies** = \_\_\_\_\_

**Phone Calls:** Total # of minutes \_\_\_\_\_  
**Total Spent on Phone Calls** = \_\_\_\_\_

**Postage Calls:** # of \$.39 stamps \_\_\_\_\_ \* \$.41 = \_\_\_\_\_  
# of \$\_\_\_\_\_ stamps \_\_\_\_\_ \* \$\_\_\_\_\_ = \_\_\_\_\_  
**Total spent on Postage** = \_\_\_\_\_

**Meals:** Restaurant \_\_\_\_\_ Meal Cost (max \$7.00) = \_\_\_\_\_  
Restaurant \_\_\_\_\_ Meal Cost (max \$ 7.00) = \_\_\_\_\_  
Required \_\_\_\_\_ Board Meeting meal = \_\_\_\_\_  
Required Kiwanis Event \_\_\_\_\_ meal = \_\_\_\_\_  
**Total spent on Meals** = \_\_\_\_\_

**Other:** please list on both back of voucher and voucher log)  
Total spent on Other = \_\_\_\_\_

**Grand total of all Expenses (from named account)** = \_\_\_\_\_

\_\_\_\_\_  
Officer Date

\_\_\_\_\_  
Treasurer Date

\_\_\_\_\_  
Governor Date

\_\_\_\_\_  
Administrator Date