NH State Council – Individual Voucher Report

Reimbursement Form (Attach supporting documentation, use additional sheets if necessary)

Name: **Address:**

Council: **City ST Zip:**

Email: **Phone Number:**

I hereby certify the foregoing to be true and correct statement of expenses incurred by me:

Signature: _____

Purchase Expense/Invoice Submission

Date	Method Paid	Purchased from	Reason for expense	Amount	Receipts/ Invoice?	Voucher #	Cat. #

Purchase Expense Total $0.00

NOTE: If payment is to be mailed to an address other than above, submit as an attachment to this request and check this box! ☐

Travel Expense

Date	From / To	Purpose for Travel	total $ tolls	Total Miles	Total $	Voucher #	Cat. #
					$0.00		
					$0.00		
					$0.00		
					$0.00		
					$ 0.00		

Travel Expense Total $0.00

Advance of Funds

Date needed	Recipient of Advance	Reason for Advance	State Secretary Approved?	Amount	Voucher #	Cat. #

NOTE: If payment is to be mailed to an address other than above, submit as an attachment to this request and check this box! ☐

Total Balance Due *$0.00*

NH State Council Use Only

Receipts reviewed, and voucher processed.

State Secretary: _____

Process Date: _____

Checks issued for total balance due.

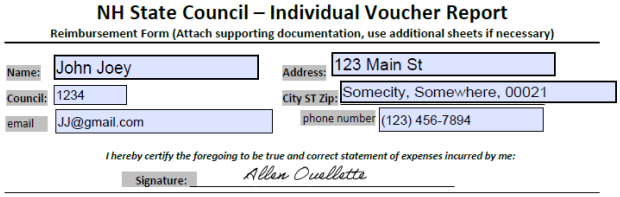
State Treasurer: _____

Issued Date: _____

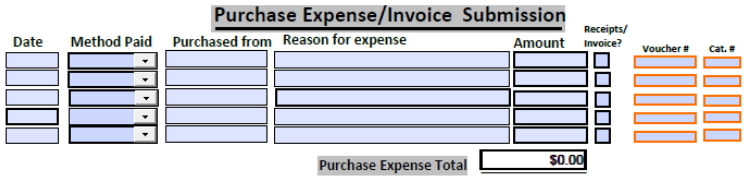
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How to fill out NH State Council – Individual Voucher Report

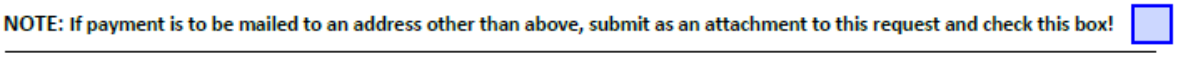
- Fill in Name, Address, etc. in the first part of the form. DO use dashes for full phone number



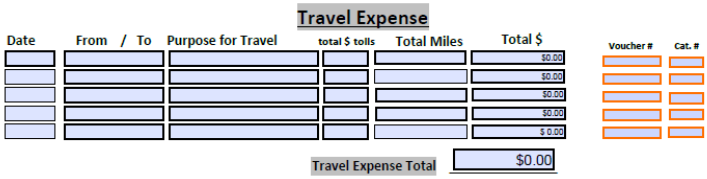
- If an expense or an invoice to be paid, fill in appropriate boxes. *Orange-bordered boxes are for State Secretary only*



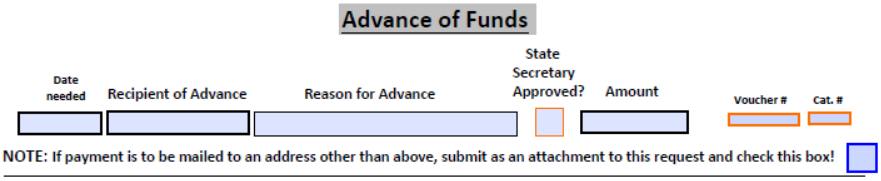
- Check the box if payment is sent to an address other than above



- For travel reimbursement, provide date, where from/to, why, tolls (no receipts required) and total mileage, whether round-trip or one-way. Again, *Orange-bordered boxes are for State Secretary only*



- In the event an advance of funding is required, fill out this section. The recipient can be someone other than the requester. Once again, *Orange-bordered boxes are for State Secretary only*. Check the box if payment is to be sent to another address than above.



- Total amount will be sent where it says Total Balance.
- All signatures can be either ink or digital, as determined by the State Secretary.