



**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.)

Name \_\_\_\_\_

Office \_\_\_\_\_

**Visitations:** (Chapter Name & No.)

**Date:**

_____	_____
_____	_____
_____	_____
_____	_____

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 \$ \_\_\_\_\_