



Expense Voucher
2007 -2008

Complete and submit for reimbursement to:

Jim Guthrie, GRCTM Treasurer
503 Tina Drive
Highland Springs, VA 23075

1. Committee incurring expense(s): _____

2. Check Payee Name: _____

S. S. # _____ - _____ - _____

Phone: H (____) _____ - _____ W (____) _____ - _____

Mailing Address:

3. Indicate amount(s) in the proper expense category.

\$ Awards	\$ NCTM	\$ Confer. Exp.
\$ Postage	\$ VCTM	\$ Food Function
\$ Printing	\$ Great Circle	\$ Registration
\$ Officers	\$ Student Programs	\$ Miscellaneous

4. Explanation of expense(s). Please be specific. Use the back if more space is needed.

Submitted by: _____

(signature)

Date: _____

Date reimbursement issued: _____ Check # _____