

# South Central Association Southern Baptists

## Expense Voucher and Check Request

**Payable To:** \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Meeting/Travel Expenses:**  
 Date of Meeting \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of Meeting \_\_\_\_\_  
 Type of Meeting \_\_\_\_\_  
 Auto Mileage: Miles \_\_\_\_\_ @ \_\_\_\_\_ cents/mile = \$ \_\_\_\_\_  
 Other Travel Cost: Lodging \_\_\_\_\_ Meals \_\_\_\_\_  
 Tolls \_\_\_\_\_ Phone \_\_\_\_\_ Bus/Plane/Taxi \_\_\_\_\_ = \$ \_\_\_\_\_

Description of Other Expenses:	Budget Code	
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
<b>Total of Expenses or Check Request</b>		\$ _____

**Note: All receipts must be attached to back of request**

**Person making a request must be an Officer, Organization Leader, or Committee Chairman.**

Request by \_\_\_\_\_  
 Authorized by \_\_\_\_\_  
 Check # \_\_\_\_\_ Date Paid \_\_\_\_/\_\_\_\_/\_\_\_\_