

Sample Voucher

The Arkansas Extension Homemakers Council budget provides for expenses to support their activities as outlined in the current budget. Expenditures must be submitted on an official voucher before reimbursement will be made. **Request a voucher like the one below from any officer or your County Extension Agent - Family and Consumer Sciences.**

Arkansas Extension Homemakers Council, Inc.

Name _____

Address _____

City _____ State _____ Zip _____

Meeting _____ Date _____

Transportation Car Miles _____ miles at _____ cents per mile \$ _____

Telephone \$ _____

Hotel \$ _____

Meals \$ _____

Postage \$ _____

Materials \$ _____

Other \$ _____

_____ \$ **_____**

TOTAL \$

Explanation _____

Approved

Check No. _____

Date _____

Mail white & yellow copies to state president for approval. Keep pink copy for your records. Attach all receipts and/or explanations.