REQUEST FOR PAYMENT VOUCHER

VOUCHER # _____ (i.e. 2002-1)

ACCOUNT CHARGED (Check one)

- ☐ Administration Committee
- ☐ Executive Committee
- ☐ Membership Committee
- ☐ Policy Committee
- ☐ Services Committee
- ☐ President
- ☐ Secretariat Executive

CHECK PAYABLE TO:

NAME: _____

ADDRESS: _____

_____

CATEGORY	AMOUNT
(Attach receipts for claims over $25)	
Postage and shipping	
Printing and copying	
Phone	
Travel (List dates)	
Lodging	
Plane fare	
Car rental	
Mileage @ 14¢/mile	
Other	
TOTAL	

AUTHORIZATION SIGNATURE _____, _____

(Chairperson) (Date)

_____, _____

(Phone) (Email)

Send to: Treasurer Tres Dias International, Ken Kessler,
6002 Greeley Blvd. Springfield, VA 22152.
( ) 703 569 2330, 703 569 1704(fax)