



**MISSOURI DISTRICT
LUTHERAN LAYMEN'S LEAGUE
EXPENSE VOUCHER**

NAME _____ POSITION _____

ADDRESS _____

CITY, STATE, & ZIP CODE _____

EXPENSE SUMMARY TABLE

Charge your expenses to the proper account by number and letter. **Codes on back.**

If in doubt, consult with the District Treasurer.

EXPENSES ITEMIZED (Attach Receipts)	Number & Letter	Number & Letter	Number & Letter	Number & Letter	Number & Letter
Lodging (Single Room Rate)	\$	\$	\$	\$	\$
Meals *	\$	\$	\$	\$	\$
Office Expense **	\$	\$	\$	\$	\$
Travel *** (Complete table below.)	\$	\$	\$	\$	\$
Misc. (Itemize)	\$	\$	\$	\$	\$
TOTALS	\$	\$	\$	\$	\$

* Meals are reimbursable only when Board is in session.

** Please itemize office expenses on back.

*** Complete the Travel Details Table below. Enter the number of miles in a round trip.

(Receipts are required in order to obtain reimbursement for items already paid for.)

Travel Details Table (Round Trip)

Number & Letter Above	Date Travel Completed	From	To	# of Miles	Per Mile	=	Total Requested
					x \$.15	=	\$
					x \$.15	=	\$
					x \$.15	=	\$
					x \$.15	=	\$
					x \$.15	=	\$
TOTAL \$\$\$ AMOUNT REQUESTED				\$	_____		

Date Requested

Signature

Expense Voucher Code Table

1. ADMINISTRATIVE EXPENSE	2. OFFICE EXPENSE	3. PROMOTIONAL EXPENSE	4. OTHER EXPENSES (Explain in Detail)
A. District Board B. District Convention C. Zone Rebate Request D. Rally Visitations E. Congregational Presentations F. Other (Explain)	G. Duplicating & Printing H. Postage I. Stationery J. Telephone K. Other (Explain)	A. MO State Fair Booth B. Seminarian Banquet C. Mission U D. District Publication E. Perry County Fair F. Pastoral Retreat G. Project Connect H. Bible Study I. Pastor Name Plates J. Other (Explain)	

Office Expense Documentation

Number & Letter	Date	Vendor	Purpose	\$ Amount
				\$
				\$
				\$
				\$
TOTAL				\$

Explanations:

Mail or give this MO District LLL Expense Voucher with receipts attached to:

Brian Mitchell
 MO District LLL Treasurer
 306 SW White Ridge Dr
 Lee's Summit, MO 64081
 Home: 816-525-6016 Cell: 816-872-4940
 Email: mkbmitch306@sbcglobal.net