Victor Valley Gem & Mineral Club, Inc.

REIMBURSEMENT/EXPENSE VOUCHER

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mileage Expense: Travel to :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Trip Date\_\_\_\_\_\_\_\_\_\_ #Miles\_\_\_\_\_\_\_\_\_\_ = $\_\_\_\_\_\_\_\_

Date of Purchase Description of Item/Expense Amount Due

 **Total Due $\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I hereby certify that the above purchase/expense was for the sole benefit of the Victor Valley Gem & Mineral Club, Inc.**

**Signature of Payee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Check #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Paid by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Paid\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Receipt MUST be attached to this form before a reimbursement can be issued, except for mileage expense.**

Victor Valley Gem & Mineral Club, Inc.

REIMBURSEMENT/EXPENSE VOUCHER

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mileage Expense: Travel to :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Trip Date\_\_\_\_\_\_\_\_\_\_ #Miles\_\_\_\_\_\_\_\_\_\_ = $\_\_\_\_\_\_\_\_

Date of Purchase Description of Item/Expense Amount Due

 **Total Due $\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I hereby certify that the above purchase/expense was for the sole benefit of the Victor Valley Gem & Mineral Club, Inc.**

**Signature of Payee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Check #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Paid by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Paid\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Receipt MUST be attached to this form before a reimbursement can be issued, except for mileage expense.**