

Regional Fraternity of Eastern Canada  
**Expense Voucher & Authorization**

Fraternity: \_\_\_\_\_

Submitted By: \_\_\_\_\_

Date: \_\_\_\_\_

**Expense Details: ( Attach Receipts)**

Admin Costs:	(telephone, supplies, postage, etc.)	_____
Travel Costs:	(fares, car rental, taxi,gas, etc.)	_____
Refreshments:	(food/beverages, supplies, etc.)	_____
Meeting Space Rental:		_____
Formation Material:		_____
Other:	_____	_____
	_____	_____
	_____	_____
	_____	_____

**Total Claim**                          

General Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Claimant's Signature:** \_\_\_\_\_

**Authorizations:**

**Treasurer:** Receipts/Calculations Reviewed: \_\_\_\_\_

Cheque Date: \_\_\_\_\_

Cheque Number: \_\_\_\_\_

Cheque Amount: \_\_\_\_\_

Expense Charged to Account: \_\_\_\_\_

Claimed Approved: (Initials) \_\_\_\_\_

**If By Council Motion:**  
( Meeting Date) \_\_\_\_\_

**Minister:** Payment Approved: \_\_\_\_\_  
( or Designate )