

LWML KANSAS DISTRICT - EXPENSE VOUCHER INSTRUCTIONS

The Kansas District expense voucher is used to explain to the District your personal expenses incurred while in service to the LWML, to request a reimbursement check for those expenses, and to document donations. Go to www.kansaslwml.org and click on Organizational Resources and then click on Expense & Remittance Vouchers. Also listed are Expenses Eligible for Reimbursement or check the LWML Kansas District Leadership Guidelines for approved expenses.

Expense voucher: Open the expense voucher on the Kansas LWML website. Download this file to your computer. Although we prefer an emailed copy, you may print and mail. Only fill in the highlighted areas.

Pay to line: Enter your name

Mail to: Enter your address. This shows through the mailing envelope window, so please print legibly if you are hand writing.

Save a master copy: For ease of future digital copies where this information stays the same, **save the document** to your computer with a file name such as LWML Kansas District expense voucher master. When requesting future reimbursements, open this document that you have saved. Fill in the highlighted areas with the appropriate information. This is an Excel worksheet so amounts will be automatically calculated and added. A word of caution: The worksheet is protected to prevent you from entering a number in an incorrect cell and causing a formula to be replaced. If this does happen, exit out, do not save it, and begin again.

Voucher #, Date, Amount, Check # in upper right corner: Please do not write anything here.

Charge to: Fill in the date and name of the event. There are columns for 4 events. Expenses from various events may be included on the same voucher.

Expenses for each event should be recorded in the column below the event name. Some expense types have been added to the rows for your convenience. You may change all but the Travel (miles) row.

Mileage: Enter the total number of miles traveled for each event in the purple highlighted spaces. The \$ amount will calculate for you. If you need to re-enter a number, use the backspace or delete key. Using the space bar to delete may result in a formula error.

Lodging, meals, etc...: You may change any of these cells to the appropriate expense. Enter the \$ amount for each expense in the corresponding purple highlighted cell.

NOTE: Totals will carry across to the far right column and will be totaled in the Total row.

Donation: Enter any amount you would like to donate. It will automatically be deducted from the total.

Net check: This will automatically be calculated after deducting any donation amount. This will be the amount of your check.

Signature, Position, and Date: Sign by typing your name; or signing if hand writing.

- Email as an Excel document attachment to president@kansaslwml.org or mail one paper copy to the President
- Retain one copy for your files
- Save the completed copy on your computer with the date in the file name, e.g., 2016-01-01 Expense Voucher