

LWML KANSAS DISTRICT — EXPENSE VOUCHER EXPLANATION

- 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. Click here or go to www.kansaslwml.org and click on About us, Organizational Resources, and Expense and Remittance Vouchers. Check here for [Expenses Eligible for Reimbursement](#).
- **Expense voucher:** Open the expense voucher on the Kansas LWML website. Download this file to your computer. Fill in the purple highlighted areas only.
- **Pay to line:** Enter your name
- **Mail to:** Enter your address. This shows through the mailing envelope window, so please fully complete.
- **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 a formula isn't performing, then 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 dollar 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 for each event in the appropriate column. The total of Donations will be calculated in the Totals column and will be automatically deducted from the total.
- **Net check:** This will automatically be calculated after deducting any donation amount. This is the amount your check will be written for.
- **Signature, Position, and Date:** Electronic signatures are accepted.

Email one copy to the President at president@kansaslwml.org

Retain one copy for your files.

Save the completed copy on your computer. Name the file (date) (your last name), e.g., 2026-01-01 Smith.