VETERANS OF FOREIGN WARS STATE OF WEST VIRGINIA

EXPENSE VOUCHER

State Headquarters
P.O. Box 9431
5532 MacCorkle Ave., S.W.
South Charleston, WV 25309

Doug Knotts
(STATE COMMANDER NAME)

Telephone (304) 768-7514; FAX (304) 768-1407

When completed, send direct to the State Headquarters for the Commander's approval. Expense vouchers must be turned in within thirty (30) days following each Council of Administration meeting, and every thirty (30) days between council meetings.

The following expenses were incurred on business for the State of West Virginia, Veterans of Foreign Wars.

DATE	ROUND TRIP FROM/TO	# OF MILES	TOTAL $$ .35/MILE	TOTAL $$ MEALS	LODGING $$	MISC $$	REASON

Receipts for all expenditures (lodging, meals & misc) must accompany this expense voucher.

I, hereby, certify the expenses shown above amounting to $_____were incurred for the benefit and interest of the State of West Virginia, Veterans of Foreign Wars.

Approved:_____ Signed: _____ Title_____
(State Commander)

Approved:_____ Mailing Address_____
(State Quartermaster)