

State Commander

## **VETERANS OF FOREIGN WARS OF WEST VIRGINIA**

## **EXPENSE VOUCHER**

	State neauquarters
	P.O. Box 9431
Name (print):	5532 MacCorkle Ave., SW
Mailing Address:	South Charleston, WV 25309
	Phone: (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	# Miles	/mile	Hotel	Misc.	Total	Reason
						Total	

Receipts for all expenditures for lodging and misc expenses. 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:

State Commander

Title:

Approved:

State Quartermaster