



VETERANS OF FOREIGN WARS OF WEST VIRGINIA

EXPENSE VOUCHER

State Headquarters
 P.O. Box 9431
 5532 MacCorkle Ave., SW
 South Charleston, WV 25309
 Phone:(304) 768-7514
 Fax:(304) 768-1407

State Commander

Name (print):

Mailing Address:

When completed, send direct to the state Headquarters for the Commander's approval. Expense vouchers must be turned in within thirty 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, meals, and misc. must accompany this expense voucher.

I, hereby, certify the expenses shown above amounting _____ were incurred for the benefit and interest of the State of West Virginia, Veterans of Foreign Wars

Approved _____
 State Commander

Approved _____
 State Quartermaster

Signed: _____
 Title: _____