



SONS OF PERICLES

JUNIOR AUXILIARY OF THE ORDER OF AHEPA

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Official Expense Voucher

Instructions: Fill out the form below and attach the receipts you are requesting reimbursement for. Please note that your receipt MUST show that you have paid for your purchase, be it a flight, hotel room, or anything else the Supreme Lodge has agreed to reimburse you for. If the receipt itself does not show the credit card charge, you must include a copy of your credit card statement proving that the charge was completed. If you have any questions, please contact AHEPA Headquarters.

Recipient Name: _____

Title: _____

Mailing Address: _____

Event/Travel Date: _____

Notes: _____
(Anything that HQ or the outside auditors might need to know about reimbursement)

If traveling by vehicle, please enter number of combined miles traveled. This must be accompanied by proof of mileage (attach full route from Google Maps for each way)

_____ miles x \$0.485/mile = _____

Other Expenses		
Type	Description	Total (USD)
Total Expenses Submitted*:		

*Please note that expenses must be submitted in US Funds. If your receipts are in CAD or Euros, you must convert them to USD using the currency conversion rate of the day you made the purchase.

Signature: _____ **Date:** _____

For Treasurer's Use Only

Approved By: _____ **Date:** _____

Check Number Issued: _____ **Initials:** _____