Hope Enterprises, Inc.

Updated 12/20/2023

Expense Voucher

Date Submitted:

Program/site:

Submitted by (Signature):

Approval by Authorized Supervisor (Signature):

Printed name:

Employee ID:

Expense vouchers are to be submitted periodically, but no later than 3 days following the month in which expense is incurred. Submit no more than one calendar month of expense per voucher. All receipts must be dated and include handwritten name and identifying event.

Send final approved expense voucher to expensevouchers@hopeability.org.

Itemized Expenses - Include all receipts with the submission of the form

Total Expenses: $ -

Other:

Date	Amount	Description	Reason for expense

Other Subtotal: $ -

Mileage

Date	Odometer Start	Odometer Stop	Total Miles	Where Traveled	Reason
			-		
			-		
			-		
			-		
			-		
			-		
			-		
			-		
			-		
			-		
			-		
			-		
			-		
			-		
			-		
			-		
			-		
			-		
			-		
			-		

Mileage Subtotal: $ - - miles at 67.0¢ per mile.