



Ohio State Organization

Expense Voucher

- Receipts for purchases must accompany expense vouchers.
- Mileage is reimbursed at \$0.30 per mile. Receipts are not required for mileage reimbursement.
- Expense vouchers must be sent to the OSO President within 10 days of the incurred expense or event.
- The President will send the approved expense voucher within five (5) days to the State Treasurer who will prepare the payment within five (5) days.
- June expense vouchers must be submitted to the President no later than June 15. Vouchers submitted after this date will not be signed by the President and cannot be paid by the Treasurer.

Make Check or Credit Card payable to:

Name	
Address	
City/State/Zip	
Position	
Date of request	

Budget Item	Description	Amount
	Total:	

Approved by

Ohio State Organization Committee Chair (if applicable)

Approved by

Ohio State Organization President

Date
