

APPENDIX EXHIBIT 1 F78 REIMBURSEMENT VOUCHER FORMAT

**F78 REIMBURSEMENT VOUCHER**

(Revised 01 JAN 2013)

Office Use

FC/VFC Approval: \_\_\_\_\_

Check No: \_\_\_\_\_

Date: \_\_\_\_\_

With the approval of FC 78, or in his absence VFC 78, FSO-FN 78 will issue a reimbursement check to the F78 Member completing and submitting this form.

DATE: \_\_\_\_\_ SUBMITTED BY: \_\_\_\_\_

Print Name

To: FSO-FN 78

Please reimburse me for paying the following Flotilla 78 expenditure(s):

**BRIEF DESCRIPTION(S) OF EXPENDITURE(S) WITH SUBTOTAL AMOUNTS**

(Examples: PV printing supplies, F78 meeting food, Caps and pins for new members, PA office supplies, Seamanship Manuals for Boat Crew trainees, Host expense for Division Meeting, etc.)

- 1 \_\_\_\_\_ \$ \_\_\_\_\_
- 2 \_\_\_\_\_ \$ \_\_\_\_\_
- 3 \_\_\_\_\_ \$ \_\_\_\_\_
- 4 \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL REIMBURSEMENT** \$ \_\_\_\_\_

**PUT YOUR SIGNATURE ON EACH RECEIPT AND STAPLE TO BACK OF VOUCHER**

(All expenditures must have signed receipts or be certified below. FC and FSO-FN require countersigns.)

**CERTIFICATION IN LIEU OF RECEIPT**

In the absence of receipt, I certify that the Flotilla expenditure information on Line(s) # \_\_\_\_\_ above is correct.

Signed: \_\_\_\_\_