



East Brandywine Township

Volunteer Expense Voucher

This form is to be used for all requests for the reimbursement of out-of-pocket expenses incurred by non-employees. While the preferred method for purchases is *always* on Township tax-exempt accounts established at vendors, the Township recognizes that there are some circumstances where this is not possible. Be sure to check with your Committee Chairperson prior to making out-of-pocket payments. The Township will not reimburse individuals for amounts exceeding \$500. Fields highlighted in yellow may be completed on this electronic form prior to printing or the entire blank form may be printed and filled out manually.

Requestor Information

Name: _____

Address: _____

Committee / Commission / Board

- Board of Supervisors
 Parks and Recreation
 Bondsville Mill Committee
 Historical Commission
- } _____
 Signature of Chairperson
Required for Parks and Recreation or Bondsville Mill

Purpose of Purchases

Transactions

Date	Vendor	Description	Budget Line	Cost

Documentation

All requests for reimbursement must be accompanied by appropriate documentation in the form of either itemized receipts or invoices with associated proof of payment. Acceptable documentation is as follows:

For Itemized Receipts	For Invoices	
	The Invoice Itself	Proof of Payment
<i>An original document from the merchant showing the following:</i> -Merchant's name -Transaction date -Amount paid -Description of purchased item(s) -Description of additional charges (taxes, service, delivery, etc.) -Form of payment used	<i>An original document from the merchant showing the following:</i> -Merchant's name -Invoice date -Amount billed -Description of billed item(s) -Description of additional charges (taxes, service, delivery, etc.)	<i>Needed in tandem with an invoice. The following are acceptable proofs of payment:</i> Credit card sales slip -OR- Monthly credit card statement -OR- Check - photocopy of a cancelled check (front and back)

Signature of Requestor

Signature of Township Manager