



The Harrisburg Shetland Sheepdog Club

Expense Voucher Form

1. Fill out all requested information on this form. Submit form for only ONE event, and use only one form.
2. Attach (staple; no tape please) all receipts with this form; copies of receipts are acceptable.
3. Email or phone requests will *not* be considered without sending in this printed form and all receipts.
4. Deliver directly (in person, or send via US Mail) to the HSSC treasurer:

Diane Whitehill
 2311 Martz Ln
 Hanover PA 17331-4827
 717.873.2804
 hsscdiane@gmail.com

EVENT NAME and DATE: _____

Payable to: _____

Street Address: _____

Town: _____ State: _____ Zipcode: _____

Telephone #: _____

Email address: _____

Receipt attached? (Yes/No)	Description of item or detail of expense for this event	Amount \$
	(Continue on reverse side of <u>this</u> form if more items are involved; only <u>one form per event</u>)	Total \$ amount to be reimbursed: