

**Delta Sigma Theta Sorority, Incorporated**  
**Austin Alumnae Reimbursement Voucher Form**

<b>Date Requested</b>		<b>Issue Check Payable To</b>	
<b>Submitted By (Name and Email)</b>		<b>Address</b>	
<b>Total Requested</b>		<b>City/State/Zip</b>	

<b>Committee/Office</b>		<b>Activity</b>	
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List each expense item separately below:

Vendor	Type of Expenditure	Amount
<b>Total</b>		

Approved By:

<b>Committee Chair</b>		<b>Date</b>	
<b>President</b>		<b>Date</b>	
<b>Treasurer</b>		<b>Date</b>	

**NOTES:** (1) Typing your name using a script or italic font is not permissible. Ink to paper signatures is required. (2) Vouchers received the Sunday before Chapter Meeting through the 15<sup>th</sup> of the month will be mailed by the 20<sup>th</sup> of the month. Vouchers received between the 16<sup>th</sup> of the month and the Saturday before the Chapter Meeting will be available at the Chapter Meeting unless you request the check to be mailed.

To be completed by the Treasurer:

<b>Check #</b>	<b>Date Check Issued</b>	<b>Check Amount</b>