



**Fourth Division
Pacific Northwest Region
National Model Railroad Association**



Expense and Reimbursement Voucher

To: Mike Donnelly
Treasurer, Fourth Division, PNR, NMRA
6947 Coal Creek Parkway #267
Newcastle, WA 98059
treasurer@4dPNR.com

Subject: Record of approved expense item and request for reimbursement

The attached ORIGINAL sales receipt(s) covering the following expenses were incurred on behalf of Fourth Division.

Method of Payment: PayPal Check Credit Card Cash

Other (please specify) _____

Item purchased: _____

Purchased from: _____

Purpose or use: _____

Committee/Task: _____

Signed (by individual who incurred expense): _____

Approved by: _____ Position: _____

Date: _____

Send check to: Name: _____

Address: _____

City: _____ State: _____ Zip: _____

TREASURER USE ONLY:

Date Received _____ Date Paid _____

Account assignment _____ Check # _____

Expense approval required as specified in 4D bylaws.