



Fourth Division
Pacific Northwest Region
National Model Railroad Association



Expense and Reimbursement Voucher

To: Robin Peel
Treasurer, 4th Division, PNR, NMRA
2439 Lorentz Place N
Seattle, WA 98109
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.