

**KOWLOON-SINGAPORE TOASTMASTERS CLUB
VOUCHER FOR REIMBURSEMENT CLAIM**

Name: _____ HP No. : _____

Address: _____

Email: _____

Details of Claim		
No.	Description	Amount

Signature: _____ Date. : _____

- Note: (1) This voucher is to be used for claim for reimbursement of any expenses incurred on behalf of the Club.
 (2) This voucher should be forwarded with the relevant receipts to the Club Treasurer for verification.

<i>Office Use Only</i>	
Cheque No: _____	Cheque Amount: _____
Date Prepared: _____	Date Mailed / Banked in: _____
Club Treasurer: _____	
<i>Acknowledgement</i>	
Received by: _____	Date: _____