

**THIS IS A TWO PAGE DOCUMENT**  
**Page 1 - Directions for submitting Vouchers**  
**Page 2 - Voucher Form**

**PROCEDURE FOR SUBMITTING VOUCHERS FOR PAYMENT**

To receive payment for customary expenses:

1. Download and print the current voucher form on the following page.
2. Fill in all the information requested on the form.
3. Mail the COMPLETED voucher form, along with supporting documentation (receipts), to the Area XI chair for approval.

If you wish to speed up payment, you may submit your completed voucher form and supporting documentation (i.e. receipts, bills, etc.) electronically by scanning the documents and forwarding them to the Area XI chair via e-mail attachments. (.jpg or .pdf)

The Area XI Chair reviews submitted documents. The requestor will be contacted to clarify any concerns. Upon approval, a check is issued. The check may be in traditional “hard” form or issued electronically.

PLEASE NOTE: Due to IRS requirements you will still have to “snail mail” the original voucher and supporting original documentation to the Area Secretary/Treasurer, Sharon Sparlin, 9151 E. Showcase Lane, Tucson, AZ 85749 Please do this as soon as possible after submitting electronically.

