



# MIT Musical Theatre Guild Expense Voucher



Date: \_\_\_\_\_

Payable to: \_\_\_\_\_

Amount: \_\_\_\_\_ (without tax)

- Reimbursement (Receipts Attached)
- Invoice (Invoice attached)
- MIT Account (Receipts attached)
- Other (Materials attached)

What Show? \_\_\_\_\_

What Budget? \_\_\_\_\_

Description: \_\_\_\_\_  
 (itemize on reverse if necessary)

Approved by: \_\_\_\_\_

Title: \_\_\_\_\_

Approved by: \_\_\_\_\_

Title: Producer / Treasurer / President

(Cannot be the same as "Payable to:")

<p><b>① Group Information</b>          Group Name: _____          Date: ____ / ____ / ____</p> <hr style="border-top: 1px dashed black;"/> <p><b>② Payee Information</b>          Payable to: (first) _____          (last) _____</p> <p>Indicate Preferred Delivery Method:  <input type="checkbox"/> EMAIL (for pickup): _____  <input type="checkbox"/> SNAIL MAIL: _____</p> <hr style="border-top: 1px dashed black;"/> <p><b>③ Expense Information</b>          Type of Request (circle one): [CHECK] [PO] [REQUISITION] [TRANSFER]          Amount (US\$): _____ without tax          Description: _____          _____          _____  <small>Up to 30 characters will appear in check memo and transaction</small></p>	<p><b>④ Account Information</b>          Account Number: _____          G/L (see list on back): _____</p> <hr style="border-top: 1px dashed black;"/> <p><b>⑤ Attachment(s)</b>  <input type="checkbox"/> Proof of Expense</p> <hr style="border-top: 1px dashed black;"/> <p><b>⑥ Authorized Financial Signatory</b>          Auth. Name (print): _____  <small>Cannot be the same as " Payable to: "</small>          Auth. Signature: _____</p> <hr style="border-top: 1px dashed black;"/> <p style="text-align: center;"><small>THIS SECTION FOR OFFICE USE ONLY</small></p> <p><b>Delivery Method (circle one):</b>          Date: ____ / ____ / ____  <small>Month Day Year</small>          Name: _____          Signature: _____</p>
<b>Date Received:</b> _____	<b>Date Approved:</b> _____