



San Antonio Alamo Area Local

American Postal Workers Union, AFL-CIO

13102 Lookout Run · San Antonio, Texas 78233 · Phone (210) 271-0853 · Fax (210) 224-6221

We Try To Be Letter Perfect For You

EXPENSE VOUCHER - RECEIPT UNAVAILABLE

Date: _____

To: Jeffery E. Greenlee - Secretary Treasurer

From: _____

Address: _____

Signature _____

Expenditure:

Form of Payment

Amount

total

Request reimbursement of _____ for Union Expense

Form of Payment

Amount

total

Lost Receipt Explanation: _____

Member/Officer Certification:

I certify that any expenses and /or leave without pay and /or Administrative salary claimed on this voucher was incurred while performing duties in the name of, and for the benefit of, the San Antonio Alamo Area Local 0195. The information on this voucher is true and correct to the best of my knowledge.

(initial) _____

This section for office use

Purpose: _____

Authorized by: _____ Title: _____ Date : _____