



**Fourth Division  
Pacific Northwest Region  
National Model Railroad Association**

**Expense and Reimbursement Voucher**

**To:** Sherman Stevens  
Treasurer, Fourth Division, PNR, NMRA  
12217 NE 143rd Place  
Kirkland, WA 98034

**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: Cash \_\_\_\_\_ Check \_\_\_\_\_ Money Order \_\_\_\_\_ Credit Card \_\_\_\_\_

Item purchased \_\_\_\_\_

Purchased from \_\_\_\_\_

Purpose or use \_\_\_\_\_

Committee/Task \_\_\_\_\_

Signed (by individual who incurred expense) \_\_\_\_\_

Approved \_\_\_\_\_ Position \_\_\_\_\_

Approved by (print) \_\_\_\_\_ Date \_\_\_\_\_

Send check to: Name \_\_\_\_\_

Address \_\_\_\_\_

City, St \_\_\_\_\_ Zip \_\_\_\_\_

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**TREASURER USE ONLY:**

Date Received \_\_\_\_\_ Date Paid \_\_\_\_\_

Account assignment \_\_\_\_\_ Check # \_\_\_\_\_

*Expense approval required as specified in 4D bylaws.*