

# Unity Expense Voucher

(This form is due within 90 days of expense being incurred.)

## Recipient Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Payment Information:

Mileage rate \$0.20 per mile both ways.

Payment Description (i.e. mileage, reimbursable purchase) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount requested \$ \_\_\_\_\_ Date of request: \_\_\_\_\_

Requested by: \_\_\_\_\_

Payments can be expedited through direct deposit to your bank account. To have your payment electronically deposited into your account, enter your bank's routing and 9-digit transit number and your account number OR attach a voided check to this form.

Bank Routing and Transit # \_ \_ \_ \_ \_

Account Number \_\_\_\_\_ ☐ Checking ☐ Savings

I authorize the electronic deposit of these funds to the account listed above.

X \_\_\_\_\_

Signature

Please return this form to the Unity Treasurer by email or mail to:

Lynette Urbanovsky, Unity Treasurer

13795 Alacia CT

College Station, TX 77845

Email: lurbanovsky@gmail.com

Phone: (979) 450-1820

(For Administrative use only)

Fund to be debited \_\_\_\_\_ Date \_\_\_\_\_

Revised: 9/13/2022