

Lower Dauphin Falcon Foundation

291 East Main Street
Hummelstown, PA 17036

Expense Voucher

Documentation of Expenses and Use of Grant Funds

Name(s): _____

Project/Activity: _____

Grant Amount: _____

Number of Students Served: _____

To comply with LDFF requirements, please follow these instructions *carefully*:

1. Complete the expense form **within a month** after the completion of the project.
2. Attach physical receipts of all expenses **OR scan receipts** and submit with voucher as a pdf.
3. Attach a brief final written report of what was ultimately accomplished and an assessment of the project's/activity's success (*digital photos to post on our website or FB would be **great!***).
4. Sign and date on the appropriate line.
5. Print or **save** a copy of the completed form for your records.
6. **Two ways to submit:** (1) **Print** and mail voucher to LDFF, c/o Allocation Committee, 291 E. Main Street, Hummelstown, PA 17036; **or** (2) complete electronically and **email** to foundation@ldsd.org

Date(s)	Description of Expense		Cost

Total: _____

I certify that these expenses were incurred for the purposes listed in my grant request and as listed above (your electronic signature is acceptable):

Grantee Signature

Date