

AAUW NYS Expense Voucher Instructions

August 18, 2009

1*Expense Reimbursement Voucher found on the AAUW NYS website under the section titled "For AAUW NYS Board Members". Note that there are two versions of the Expense Voucher: one is in Word and the other is a PDF.

2* Expense Vouchers must be accompanied by supporting receipts and be submitted to the Treasurer within 45 days of incurring the expense in order to be consider for reimbursement. Under unusual circumstances the Board President can approve a 30 day extension only if the approval does not cause hardship to other board members that submitted the appropriate documents and are waiting for reimbursement. The approval will be communicated in writing to the Treasurer and all parties that will be affected by the delay.

3*Special focus must be paid to expense vouchers that apply to conventions. The expense voucher with supporting receipts must be submitted to the Treasurer within 45 days of the event in order to be considered for reimbursement. "Allocation is divided equally among the board members that submitted the voucher and supporting receipts." It is understood that any delay in the process that will go beyond the 45 day submission creates a hardship to the other participating board members. Therefore, the process will be strictly followed and once payment is issued the line item will have no funds to make additional allocations.

4* Expense vouchers must have supporting receipts in order to be consider for reimbursement. Acceptable receipts are: confirmation of registration, credit card receipt, hotel invoice, copy of cancel check, store receipt etc. Request with missing receipts will not be paid. The board member can request the Board President to approve the reimbursement as a one time exception provided there is some other source of expense confirmation.

5* Receipts must show the vendor's name, date, amount and item for which you are asking to be reimbursed. Reimbursement for miles – please detail the trip by providing a copy of map quest to and from the location and the toll receipt. In the reimbursement form enter the appropriate line item against which the expense was incurred.

6* AAUW NYS is not responsible for payment of expenses that are submitted outside the required guidelines.

7* Budget line expenses exceeding the allocated amount up to 20% must be approved by the Board President. Budget line expenses exceeding the budgeted amount by over 20% must be approved by the NYS Executive Board. The approval will be confirmed by the Board President to the Treasurer in writing form (letter or email acceptable). The request for board approval must be submitted by the board member to the Board President with the appropriate receipt and supporting documentation.

8* June 30 of each year ends the fiscal year for AAUW NYS. All expenses incurred within a fiscal year should be submitted for reimbursement by June 30 of the year the expense was incurred and should supersede the 45 day rule. Exceptions to the fiscal year rule, such

as years when the national convention take place close to the June 30 date, will be communicated by the state president.

The Expense Reimbursement form consists of the following sections:

- A. **Assigned Budget Expense** - use this section to indicate the planned expenses for your board position. The Budget Code is assigned by the Treasurer and is found in the approved Budget Report as well as in the Budget Profit and Loss Statement. Enter the appropriate line code to identify the expense. The Description contains the reason for the expense. The other fields should contain the expense amounts for each category heading.

- B. **Travel** - use this section to indicate any travel expenses incurred in attending board meetings, conventions, branches etc. Note that expenses are only reimbursed for travel of over 100 miles round trip. Indicate the purpose of the travel and associated travel dates. Indicate the destination information and the total mileage. You may use a Map Quest printout as a receipt for the mileage. Include the names of any passengers that accompanied you. Indicate the tolls incurred during the trip. Finally, indicate the amount incurred for other means of travel and an explanation of what they were.

- C. **Other** - use this section to indicate other expenses not covered by the above two categories. Provide details of the item and individual break down of cost.

- D. **Board/Committee Member** - use this section to indicate your name, board position, phone number, email and today's date.

Once the Expense Voucher is completed and the dollar totals entered, print out a copy and sign it in the bottom right section. Forward both the Expense Voucher and the attached receipts to the current Treasurer noted in the center of the form by the deadline indicated (45 days from the event). You can either scan the documents an email or mail them.