

Attach  
Receipts  
Here

**American Association of University Women - NYS State**  
\* 2007-08 EXPENSE VOUCHER fiscal year ends 6/2008 \*

**A. ASSIGNED BUDGET EXPENSE**

Budget Code	Description	Dupli- cation	Post- age	Phone	Other (Itemize on the back)	Total
				<b>(A) SUB-TOTAL:</b>		

**B. TRAVEL** (choose the most economical means & carpool whenever possible)

Purpose: \_\_\_\_\_ Date of meeting: \_\_\_\_\_

(a) Destination: from \_\_\_\_\_ to \_\_\_\_\_ and return. Mileage: \_\_\_\_\_

(b) Passenger name(s): \_\_\_\_\_

(c) Turnpike tolls (EZPass users log onto [www.e-zpassny.com](http://www.e-zpassny.com) to print current account info) \_\_\_\_\_

(d) Mileage @ \$0.14/mile \_\_\_\_\_

(e) Bus/train/airplane (explanation \_\_\_\_\_) \_\_\_\_\_

**(B) SUB-TOTAL** \_\_\_\_\_

C. **OTHER** (explain on back) \_\_\_\_\_

**(C) SUB-TOTAL** \_\_\_\_\_

**(A+B+C) TOTAL** \_\_\_\_\_

All expenses must include documentation. Non-documented vouchers must be co-signed by the AAUW-NYS President. Send voucher to: Norma Plett, AAUW-NYS Treasurer, 80 Strathmore Road, Manhasset, NY 11030 – tel. 516-627-5590 – e-mail: [normaplett@yahoo.com](mailto:normaplett@yahoo.com).

<p style="text-align: center;"><b>Account Approved for Payment</b> (To be filled in by Treasurer)</p> <p>President or Director: _____</p> <p>Account # _____ Amount _____</p> <p>Account # _____ Amount _____</p> <p>Account # _____ Amount _____</p> <p>Check No. _____ Date: _____</p> <p>Date Posted: _____</p>	<p style="text-align: center;"><b>Board/Committee Member</b></p> <p>Name: _____</p> <p>Position: _____</p> <p>Address: _____</p> <p>_____</p> <p>Phone Number: (_____) _____</p> <p>Date: _____</p> <p>Signature: _____</p>
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