

Attach
Receipts
Here

American Association of University Women - NYS State

* 2010-11 EXPENSE VOUCHER - fiscal year ends 6/2011*

Expense vouchers must be submitted within 45 days of event or expenditure.

A. ASSIGNED BUDGET EXPENSE

Date expenses incurred	Budget Code	Description	Dupli-cation	Post-age	Phone	Other (Itemize on the back)	Total
					(A) SUB-TOTAL:		

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 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. Please refer to the [guidelines](http://aauw-nys.org/attached%20files/nys_board_forms/Expense_Voucher_Instructions.pdf) available on the website (http://aauw-nys.org/attached%20files/nys_board_forms/Expense_Voucher_Instructions.pdf). Send voucher to:
 Ruth Fierro-King, AAUW-NYS Treasurer,
 5530 Via Marina, Buffalo, NY 14221
 716-870-3363 – e-mail: ruthfierroking@gmail.com

Account Approved for Payment (To be filled in by Treasurer)

President or Director: _____

Account # _____ Amount _____

Account # _____ Amount _____

Account # _____ Amount _____

Check No. _____ Date: _____

Date Posted: _____

Form updated January 2010

Board/Committee Member

Name: _____

Position: _____

Address: _____

Phone Number: (_____) _____

Email: _____

Date: _____

Expenses submitted are consistent with AAUW NYS guidelines.

Signature: _____