

American Association of University Women - NYS State

July 1, 2016 – June 30, 2017

Expense vouchers are submitted within 45 days of event or expenditure.

Note – TAB from one field to the next to fill out form. Print and sign, then send to the treasurer.

Guidelines available @ www.aauw-nys.org – scroll to bottom, click “For NYS AAUW Board Members”.

Submitted by:

Name: _____ **Position** _____

Address: _____

Phone #: _____ **Email** _____

A. ASSIGNED BUDGET EXPENSE – Please use a separate line for each receipt

Date Expenses	Budget Line	Description	Total
Sub Total (A)			

B. *TRAVEL (If you carpool, make arrangements with the driver for cost share. If you are entitled to reimbursement, then submit your shared amount along with total fuel/toll cost and copies of receipts from the driver.)

Purpose: _____ Date of meeting: _____

(a) Destination: from _____ to _____ and return. Total Miles (round trip): _____

(b) Turnpike tolls (print out of EZPass OR receipt) _____

(c) Bus/train/airplane (attach receipts and explanation, see page 2) _____

(d) Mileage @ \$0.28/mile _____

SubTotal (B) _____

TOTAL

C. AAUW NYS Debit Card Usage (Used with approval of Treasurer) – This form must be submitted within 24 hours of the use of the debit card.

Date Card charged	Budget Line	Vendor	Item or Service purchased	Total

Signature: _____

For Treasurer use: (20% OVER BUDGET LINE – President’s Approval)

Treasurer _____ **President** _____

Check number: _____ Date _____ Amount _____

Mail or email completed Expense Voucher and receipts to:

Diane Jablonski dianejablonski@gmail.com/845-485-6228
41 Parkwood Blvd
Poughkeepsie, NY 12603