

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.

A. ASSIGNED BUDGET EXPENSE

Date Expenses	Budget Code	Description	Duplication	Postage	Phone	Other	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 and explain on page 2. See Expense Voucher Instructions for passenger reimbursement)

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

Account Approved for Payment
(20% OVER BUDGET LINE) (Board Approval Reserve Exp)

Treasurer: _____

President: _____

Code# _____ Amount \$ _____

Check # _____ Date: _____

Board/Committee Member

Name: _____

Position: _____

Address: _____

Phone #: _____

Email: _____

Signature: _____

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

Mail or email completed Expense Voucher and receipts to:

Diane Jablonski
5 Merlot Dr, Apt 536
Highland, NY 12528
dianejablonski@gmail.com
845/834-3378

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Additional Explanation:

(If you were a passenger then you must submit total fuel/toll cost – obtain copies of receipts from the driver.)