

Attach
Receipts
Here

American Association of University Women - NYS State
* 2008-09 EXPENSE VOUCHER fiscal year ends 6/2009 *

A. ASSIGNED BUDGET EXPENSE

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. Send voucher to: Norma Plett, AAUW-NYS Treasurer, 80 Strathmore Road, Manhasset, NY 11030 – tel. 516-627-5590 – e-mail: normaplett@yahoo.com.

<p style="text-align: center;">Account Approved for Payment (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;">Board/Committee Member</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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