

American Association of University Women - NYS State

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 @ https://aauw-nys.org/wp-content/uploads/2016/08/Expense_Voucher_Instructions.pdf.

Submitted by:

Name: _____ **Position** _____

Street Address: _____

City: _____ **State:** _____ **Zip:** _____

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) _____

(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:
 Latasha Elder, 79 Bellehurst Dr, Rochester, NY 14617-2205
 lpelder0404@gmail.com/315-489-5646