



## **Policy #4**

**Subject: Expense Vouchers**

**Effective Date: July 2011**

**Approved by: APIC SNJ Board of Directors**

**Revision Dates:**

### **POLICY**

- 1 All expenses, including bills and reimbursements, must have an expense voucher completed with receipts attached and submitted to treasurer within 30 days of the expense.
- 2 Expense vouchers must be submitted to the Treasurer within 30 days of the event. If unable to submit voucher within 30 days, the submitter must notify the APIC SNJ treasurer.
- 3 Treasurer will complete the bottom portion and file with records throughout the year.

### **PURPOSE**

To provide evidence of accountability and maintain tax status of APIC SNJ

### **PROCEDURE**

- 1 Obtain an expense voucher from the Treasurer.
- 2 Follow directions on the Expense Voucher.
- 3 Complete the form and provide a copy of all receipts/evidence of expenses.
- 4 Provide the voucher to the appropriate Board Member or Committee chair for signature.
- 5 Make a copy of the completed form and receipts as a personal record.
- 6 Submit completed voucher and receipts to the treasurer.
- 7 The Treasurer will return a check for reimbursement upon review/ approval of the expenses

### **ATTACHMENTS & RELATED FORMS**

Expense Voucher

**Expense Voucher**

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Make check payable to: Name: \_\_\_\_\_

Address to send check to: Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Instructions:

- 1 Submit voucher to appropriate board member or committee chair for approval.
- 2 Attach receipts for all items.
- 3 Board member or committee chair signs for authorization and submits to Treasurer.
- 4 Treasurer will make check out to the name above and mail to the address above.

Describe expenses, identify if board or committee expense (include name of committee).

Committee	Items purchased, services, hours, etc	Amount \$
<b>Total expense</b>		

Payment authorized by: \_\_\_\_\_

**Treasurer Use Only**

Check # \_\_\_\_\_ Amt. \$ \_\_\_\_\_  
 Issued by: \_\_\_\_\_  
 Date: \_\_\_\_\_