



# AAUW California Expense Voucher Instructions

## REQUIRED FIELDS

**Submittal Date:** Use the date you are submitting the voucher. You **must** submit your voucher **within 45 days** of incursion of expense.  
**Name & Address:** Your name as you want it on the check and your mailing address

### Body of the Voucher

**Date:** The date of the activity. i.e. July 9th-11th  
**Description:** Describe the event. i.e. July Board Meeting Include specific expenses, like supplies.

## OTHER FIELDS

**Account:** Choose an appropriate account from the first box on the bottom of the form. If you aren't sure, leave it blank.  
**Class:** Choose one of the five classes listed in the second box on the bottom, or leave blank.

## VOUCHER PROCESSING

**Complete the voucher.** For committee travel/expenses send it to your committee chair who after approval forwards to the CFO.  
For non-committee member travel/expense send it directly to the CFO.

**Receipts for expenses *must* be attached to the voucher for reimbursement.**

### **Examples of receipts are:**

Airfare: ticket or ticketless travel receipt

Meals: receipt required. Must specify what was ordered. See reimbursement rates for tab limits. **No Tips, No Alcohol.**

Tolls and Bridges: receipt for any tolls for roads or bridges

Mileage: a copy of Mapquest or Googlemaps printout.

Supplies: a store receipt. Make sure you identify what the supplies will be used for -- be specific.

Taxi: **Fare only.** No tips to be included.

## AAUW California Reimbursement Rates Effective July 1st, 2015

In April of each year, the board votes to set reimbursement rates for the upcoming year. At the April 2015 board meeting, the board set the reimbursement rates effective 07/01/2015 as follows:

### **Mileage**

\$0.50/mile (the same rate used since 2012-13).

### **Meals**

\$65/day maximum

If one or more meals is provided by AAUW CA, the **MAXIMUM** meal reimbursement (NO TIP, NO ALCOHOL) for the remaining meals are:

\$15 for breakfast

\$20 for lunch

\$30 for dinner

Pertinent portions of AAUW CA Reimbursement Policy

#### **a. Reimbursable travel expenses:**

1. Airfare, reimbursed on the basis of advance purchase economy/coach fare (when available).
2. Airport parking, if a long-term, lower-cost lot is used.
3. Mileage and bridge tolls. If the expense of driving exceeds advance purchase airfare, the member will be reimbursed at the airfare rate.

#### **b. Non-reimbursable expenses:**

1. Valet parking.
2. Short-term airport parking when a less-expensive outer parking lot and shuttle is available.
3. Taxi, when free airport shuttle is available.
4. Tips (with the exception of restaurant server tips **are automatically included** in meal receipts)

**For detailed reimbursement policies, see AAUW California Policies and Procedures (Policy 1006).**

[http://www.aauw-ca.org/Assets/membersonly/AAUW\\_CA\\_Policies\\_7-20-13.pdf](http://www.aauw-ca.org/Assets/membersonly/AAUW_CA_Policies_7-20-13.pdf)