EXPENSE VOUCHER AAUW-CA

Attach receipts and mileage printout as necessary

All Vouchers for reimbursements must be submitted **within 45 days of expense incurred or date of receipt**

Submit Vouchers (and receipts) to: Patricia Ferrer, CFO, 365 Ultimo Ave, Long Beach, CA 90814

or email with scanned receipts to cfo@aauw-ca.org

Rev 06/04/2018

Committee members--read special instructions on Instructions tab below.

Submittal Date: _____

Submitted By: _____
(Name or signature)

Remit To:

E-Mail: _____

Name: _____

Telephone: _____

Address: _____

_____

Approval Signature: _____
(State Committee Chair/State CFO)

Date	Brief Description	Account (from yellow boxes below)	Specific Travel Event or Committee (blue boxes)	Class (leave blank if you don't know)	Claimed	Allowed (CFO Use ONLY)
					$0.00	$0.00

For Office Use Only:

Approval Date:_____ Initials:_____ Voucher Total: $_____ Check #_____

Travel	Committee		Use ONLY with CFO Approval		Class (Choose One)
July BOD*	Branch Support	Leadership	Audit/Tax	Permits & Fees	
October BOD	Communications	Marketing/Dev	Convention	Postage & Shipping	
January BOD	Elections	Membership	Dues to Others	Printing & Copying	Administration
April BOD	Executive	Program	Equip Lease	Rent	Convention
New Board Retreat	Finance	Public Policy	Funds Luncheon	Repairs & Maintenance	State Activities
President's Travel	Funds	SPOC	Leadership Days	Storage	Membership
Exec Committee	Governance	YWTF	Legal Fees	Supplies	Public Policy
Other			Lobbyist	Taxes	
			Other Event	Telephone	
			Payroll	Web	
*inc Leadership			Other:	Miscellaneous	