

# GENERAL SERVICES SECTION - Committees

This is a fillable PDF. Please fill in appropriate fields and submit Voucher electronically, and be sure to include any Supporting Documentation.

**X** one of the boxes below for the account to be charged – one form for each account.

<b>Operating Budget</b>	<b>Fund</b>
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**Section Expense**

- Audit
- General Expense & Travel
- NYYM Officers Expense

**Committees**

- Development
- Nominating

Sessions

- Fall/Spring Sessions
- Summer Sessions
- Other

Requested by: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**YES**, I attached expense report, minute, bill

**Payable to/Mail to: (print or type)**

Full name of Organization [person only if expense]

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Approved by: (Name & date)

**Travel Expenses** [registration, transportation, lodging, meals]

**Must get prior written approval from account's Clerk**  
From **attached** Travel Expense form:

Location \_\_\_\_\_ Dates \_\_\_\_\_

Reason \_\_\_\_\_

**Requested Reimbursement** \$ \_\_\_\_\_

**Administrative Expenses** (bill)

- Copying/Printing \_\_\_\_\_
- Mailing \_\_\_\_\_
- Phone/Electronic Communications \_\_\_\_\_
- Publications Layout \_\_\_\_\_
- Supplies \_\_\_\_\_
- Other Administrative Expenses \_\_\_\_\_

**Total Administrative Expenses** \$ \_\_\_\_\_

**Program Expenses** (bill or minute)

- Facilities/Rental Fees \_\_\_\_\_
- Food/Beverages \_\_\_\_\_
- Materials (e.g. books, calendars) \_\_\_\_\_
- Speaker/Facilitator \_\_\_\_\_
- Other Program Expenses \_\_\_\_\_

**Total Program Expenses** \$ \_\_\_\_\_

**Contributions** (minute)

- Donations -- outside Organizations \_\_\_\_\_
- Individual Witness \_\_\_\_\_
- Scholarships and Stipends \_\_\_\_\_
- Other Contributions \_\_\_\_\_

**Total Contributions** \$ \_\_\_\_\_

**Payment Request** \$ \_\_\_\_\_

*To make a contribution for all or part please write a check to NYYM RSF, so an acknowledgment can be made.*

**For Accounting Use Only:**