

Affiliated Groups Voucher

For detailed instructions on all Voucher Forms, please visit nyym.org/payment-requests
This voucher is for expenses related to the mission of a fund, such as a grant or attendance at a conference.

Funding Source

(Select which account should be charged – *one form per fund*)

<u>NYYM Named Representatives to Board Meetings</u>	<u>Account</u>	<u>Approver/Steward</u>
<input type="checkbox"/> FGC Central Committee	8310-00	Liason Committee Clerk
<input type="checkbox"/> FUM Board of Representatives	8320-00	Liason Committee Clerk
<input type="checkbox"/> FWCC Section Meetings	8330-00	Liason Committee Clerk

<u>NYYM Attendance at Gatherings Not Held Annually</u>	<u>Account</u>	<u>Approver/Steward</u>
<input type="checkbox"/> FUM Triennial Sessions	2950-10	Liason Committee Clerk
<input type="checkbox"/> FWCC World Gathering	2970-10	Liason Committee Clerk

Requested By

(Usually this is the name of the person filling out this form)

Name _____ Date _____

Details

Payable to (Organization or Beneficiary)

Name _____

Address _____

City/State/Zip _____

Total Amount _____

Purpose/Reason (short description of the expense)

Approval and Submission

- Remember to attach your supporting documentation: invoices, receipts, travel vouchers, minutes, etc.
- If sending voucher by email, send this completed form to vouchers@nyym.org, and copy the approver on the email requesting a confirmation email.
- No approval is needed if the expense is documented in an attached minute.
- If this payment is for services, such as an honorarium or meeting facilitator, a copy of the W-9 form for the individual or business must be on file in the office before payment can be made

If sending voucher by mail, approver signature:

Approver: _____

If expense already paid:

- Office account check # _____
- Debit card on office account
- EFT from main checking account
- Debit card on main checking account