

General Services Committees and Funds

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.

Reimbursement Requested From (Select which fund should be charged – one form per fund)

General Services Coordinating Committee	Account	Approver/Steward
<input type="checkbox"/> CC General Expenses	5117-00	Clerk of General Services
<input type="checkbox"/> NYYM Officers Expenses	5116-00	Clerk of General Services
Committees	Account	Approver/Steward
<input type="checkbox"/> Aging Concerns	8290-00	Clerk of Aging Concerns Committee
<input type="checkbox"/> Development	6750-00	Clerk of Development Committee
<input type="checkbox"/> Sessions Committee Expense	6530-00	Clerk of Sessions Committee
Sessions	Account	Approver/Steward
<input type="checkbox"/> Summer Sessions Program	6520-00	Clerk of Sessions Committee
<input type="checkbox"/> Fall/Spring Sessions Program	6510-00	Clerk of Sessions Committee
<input type="checkbox"/> JYM Planning	6210-00	Clerk of Sessions Committee
<input type="checkbox"/> JYM Summer Sessions	6220-00	Clerk of Sessions Committee
Funds	Account	Approver/Steward
<input type="checkbox"/> Equalization Fund	2945-10	Clerk of Sessions Committee
Mosher Fund	Account	Approver/Steward
<input type="checkbox"/> Program (Materials)	2915-10	Clerk of Mosher Committee
<input type="checkbox"/> Committee Expense	2915-12	Clerk of Mosher Committee

Reimbursement Requested By

Name _____ Date _____

Reimbursement Details

Payable to (Organization or Beneficiary)

Total Amount _____

Purpose/Reason (short description of the expense)

Name _____

Address _____

City/State/Zip _____

Approval and Submission Details

- 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