

General Services Office Funds

For detailed instructions on all Voucher Forms, please visit nyym.org/reimbursements
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)

Office Operations	Account
<input type="checkbox"/> Administrative Expenses	5510-00
<input type="checkbox"/> Office Equipment and Support	5900-00
<input type="checkbox"/> Liability Insurance	5520-00
<input type="checkbox"/> Utilities 15 th Street	5530-01
<input type="checkbox"/> Staff Travel	5540-00
<input type="checkbox"/> Staff Development	5630-00
<input type="checkbox"/> Temporary Staff/Consultations	5635-00
<input type="checkbox"/> This is an ARCH expense	

Communications	Account
<input type="checkbox"/> SPARK	6630-00
<input type="checkbox"/> Yearbook/Advance Report	6640-00
<input type="checkbox"/> Other Publications	6650-00

Reimbursement Requested By

Name _____ Date _____

Reimbursement Details

Payable to (Organization or Beneficiary)

Total Amount _____

Name _____

Purpose/Reason (short description of the expense)

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