

2008 STAFF EXPENSE VOUCHER

NCNY Conference Staff

NCNY Cabinet

Name: _____ Period _____ to _____

I. Auto Expense and Travel (Complete Mileage Report)

Miles _____ **0.505 per mile =** \$ _____
 Tolls/Parking \$ _____
 Public Transportation \$ _____
 Meals \$ _____
 Lodging \$ _____
 Other travel expense \$ _____

Total Auto Expense and Travel \$ _____

II District or Conference Expense

_____ Dist Conf # \$ _____
 _____ Dist Conf # \$ _____
 _____ Dist Conf # \$ _____

Total District or Conference Expense \$ _____

III Office Expense

Business Calls # \$ _____
 Office Supplies # \$ _____
 Postage # \$ _____
 Copying # \$ _____
 Others: _____ # \$ _____

Total Office Expense \$ _____

Grand Total Expense \$ _____

Date _____ Signature _____

Date _____ Approved _____

IRS regulations require documentation for expenses that you claim were spent for business purposes. That documentation includes identification of the nature of the expense (mileage, meals, lodging, etc.), the business purpose of the expense, time and place of the expense, plus notice of others involved (where, when, who). **RECEIPTS MUST BE ATTACHED TO SUPPORT THE EXPENDITURES.** Failure to document the expense and provide receipts may cause the IRS to deny the validity of the expense.

