

**Saratoga Springs, N. Y. Chapter, S.P.E.B.S.Q.S.A., Inc.
Racing City Chorus**

EXPENSE VOUCHER

**Reimbursement vouchers must be submitted within 60 days of incurred expense to receive payment.
If not, payments will be made at the discretion of the Board of Directors.**

Activity _____ Submitted By _____
Please print *Please print*

Note: Please attach receipts and invoices

Date	Explanation of Expense	Budget Code	Amount
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Pay to: _____ Total Amount: _____
Please print

Submitted By: _____ Date: _____
Signature

Approved By: _____
Signature and Chairmanship held or Chapter Officer

To be completed by Chapter Treasurer only

Account	Amount	Account	Amount	Date paid _____
_____	\$ _____	_____	\$ _____	
_____	\$ _____	_____	\$ _____	Check No. _____

Racing City Chorus
Treasurer
Expense Voucher Procedure

Purpose

This procedure is intended to assure that checks written by the Treasurer(s) are:

1. Authorized by the Chapter Officer who is responsible for the Expense Budget established for that specific activity.
2. The requested funds are consistent with the documentation received in terms of billing or quotation received by the Chapter.

Checks used against the Racing City Chorus checking account, consistent with past practice, require only a single signature by one of those Chapter Officers so authorized. Therefore, the Expense Voucher is a key document to assure proper use of Chapter Funds.

The Treasurer is **not** responsible for preparing the Expense Voucher, according to Society Procedures. That responsibility falls upon the Chapter Officer, Committee Chairman or the individual given this responsibility by the Chapter Manual. This individual is to provide the following information on the Expense Voucher:

- a. The activity with which this expense is associated.
- b. The name of the individual submitting this request.
- c. The date on which this financial commitment was made.
- d. A clear, definitive explanation of the expense.
- e. The amount of this expense.
- f. The individual or the organization to which this money is to be paid, and their address.
- g. The signature of the individual requesting this check.
- h. The signature of the Officer or Committee Chairman approving this expenditure. This should be a “one-on-one” approval. That is, the individual requesting this check is to obtain the approval of the Chapter Officer responsible for this activity or some other officer.
- i. The Treasurer, or that Officer writing the check is to note the check number on the Expense Voucher and the date on which the check was written.
- j. The billing for this expense or the receipt for which an individual is being reimbursed is to be stapled back-to-back to the expense prior to its being filed.

Prepared by Bob Eggleston 12/9/07