

## NAACP UNIT EXPENSE DISBURSEMENT VOUCHER

VOUCHER #: \_\_\_\_\_

UNIT NAME: \_\_\_\_\_

UNIT ADDRESS: \_\_\_\_\_

UNIT PHONE NUMBER: \_\_\_\_\_

UNIT TREASURER EMAIL ADDRESS: \_\_\_\_\_

REQUESTOR: \_\_\_\_\_

POSITION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

### TRAVEL EXPENSES:

1. Miles Driven: \_\_\_\_\_ Mileage @ \$0.14 per mile: \$ \_\_\_\_\_ Date: \_\_\_\_\_

(MapQuest or Yahoo Internet Mileage required)

2. Vehicle Rental Fee: \$ \_\_\_\_\_ Gasoline: \$ \_\_\_\_\_ Length of Rental: # \_\_\_\_\_ Days

3. Airline Fare: \$ \_\_\_\_\_ Lodging: \$ \_\_\_\_\_ Meals: \$ \_\_\_\_\_ (Receipts Required)

### OFFICE SUPPLIES & UTILITIES:

1. Telephone/Internet: \$ \_\_\_\_\_ Other: \_\_\_\_\_ \$ \_\_\_\_\_ (Attach Receipts)

2. Postage/shipping: \$ \_\_\_\_\_ Copies: # \_\_\_\_\_ \$ \_\_\_\_\_ (Attach Receipts)

3. Other Expenses (Specify & attach receipts) \$ \_\_\_\_\_ Purpose: \_\_\_\_\_

### OTHER PURCHASES:

Vendor: \_\_\_\_\_

Purpose/Event: \_\_\_\_\_

### TOTAL VOUCHER PAYMENT:

### CHECK PAYABLE TO:

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Secretary

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

President

Paid by: \_\_\_\_\_ Date: \_\_\_\_\_ Check # \_\_\_\_\_

Treasurer

Paid by: \_\_\_\_\_ Date: \_\_\_\_\_ Check # \_\_\_\_\_

### Administrator

\*All payment requests must have approval of the Secretary and President per the National Office. An officer may not approved check vouchers made out to themselves. Another officer must approve.

A copy of executed vouchers must be returned to the Treasurer and Secretary for records retention purposes.