Committee Chairs only may authorize Reimbursements

Maryland General Service - EXPENSE VOUCHER - EV-16-

Check #

Name:

Committee:

Paid To:

Brief Description:

	Expense Description	MILES @ .25 per	Enter cost
Travel to Assembly/Committee/Mini-Conference			
Travel to Districts, IGs, CARCS, Health Fairs, etc.			
Travel (Other - Excluding NERAASA, NERD, NERF, etc.)			
A29 Assembly Rent/Overhead			
A29 Committee Rent/Overhead			
ad-hoc Comm. Expenses (Charge to Area Chair)			
CARC Rent/Copies			
Copies/Printing/Office Supplies			
Food costs			
Food related supplies			
Hardware/Software			
Literature Purchases			
Mailing/Postage			
Meeting Room Rental			
Mini Conference Rent/Overhead			
Tolls & Parking (Excluding NERAASA, NERD, NERF, etc.)			
Workshops			
Circle or highlight event (State Convention, Fall Convention, NERAASA, NERD, NERF, NAAAW, AAWS/IG Seminar)			
Service Event Travel			
Service Event Registration			
Service Event Lodging			
Service Event Meals			
Other-			
Other-			
Other-			
Other-			
Other-			
Other-			
Other-			
		Total	

Signature _____ Date _____

Treasurer Approval *Doug W.* Date _____

Version 01-16-2016