CNYBOWLO Section IV Expense Voucher Form

This form should be completed for expenses to be reimbursed to members. In addition, a receipt for all transactions must accompany this Voucher Form. Form shall be submitted to the Board Chairperson.

NAME ___________________________ PHONE NUMBER ___________________________

ADDRESS ___________________________ CITY, STATE, ZIP ___________________________

SIGNATURE ___________________________ DATE ___________________________

DESCRIPTION / PURPOSE OF EXPENSE ___________________________ AMOUNT OF EXPENSE ___________________________

If this voucher is for reimbursement for mileage, please indicate date, location, partner, and mileage (RT)

1. __________________________________________________________________________ $ ___________________________
2. __________________________________________________________________________ $ ___________________________
3. __________________________________________________________________________ $ ___________________________
4. __________________________________________________________________________ $ ___________________________
5. __________________________________________________________________________ $ ___________________________
6. __________________________________________________________________________ $ ___________________________
7. __________________________________________________________________________ $ ___________________________

TOTAL $ ___________________________

LESS CASH ADVANCE $ ___________________________

ACTUAL REIMBURSEMENT $ ___________________________

TREASURER’S SIGNATURE ___________________________ DATE ___________________________

CHAIRMAN’S SIGNATURE ___________________________ DATE ___________________________

APPROVAL DATE ___________________________ CHECK # _________________________

VOUCHER # ___________________________

Mileage reimbursement Policy reads as follows: 2010

When two umpires are assigned a game

a) Who come from opposite geographic directions where riding together is not practical.

b) And the combined distance driven is equal to or exceeds 100 miles one way.

The Official who does not receive reimbursement from the school may petition the board for their round trip mileage at the present contracted rate, up to the contracted maximum. For combined distances under 100 miles one way, the present courtesy payment will be followed. This reimbursement policy will be reviewed by the executive board and brought to the entire membership for vote annually.