



Policy/Procedure

Policy # 08

Subject: Expense Vouchers

Effective Date: 2000

Reviewed by: Treasurer

Approved by: APIC Minnesota Board of Directors

Revision Dates: 4/2021

POLICY

1. All expenses, including bills and reimbursements, must have an expense voucher completed with receipts attached.
2. Expense vouchers must be submitted to the Treasurer within 60 days of the event. If unable to submit voucher within 60 days, the submitter must notify the APIC MN treasurer.
 - a. Expense vouchers received after 60 days, without prior notice to the Treasurer, are subject to approval by the Board and may result in denial or reduced payment.
3. Treasurer will file with records and retain according the document retention policy (#18).

PURPOSE

To provide evidence of accountability and maintain tax status of APIC MN.

PROCEDURE

1. Obtain an expense voucher from the treasurer or on-line from the APIC MN website.
2. Follow directions on the Expense Voucher.
3. Complete the form and provide a copy of all receipts/evidence of expenses.
4. Provide the voucher to a Board liaison for signature.
5. Make a copy of the completed form and receipts as a personal record.
6. Submit completed voucher and receipts to the treasurer, email preferred.
7. The treasurer or treasurer-elect will return a check for reimbursement upon review and approval of the expenses.



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ATTACHMENTS & RELATED FORMS

Expense Voucher

Expense Voucher

Submitted by: _____ Date: _____
Phone number :(____) _____

Make check payable to: Name: _____

Address to send check to: Address: _____

City/State/Zip: _____

Instructions:

1. Complete expense voucher.
2. Attach receipts for all items.
3. Submit voucher to the Treasurer within 60 days for approval.
4. Treasurer will review and contact appropriate BOD or committee chair for consultation and clarification if needed.

Committee/Event	Description of expenses	Amount \$
Total expense		

Payment authorized by: _____

Treasurer Use Only

Check # _____ Amt. \$ _____

Issued by: _____

Date: _____



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