

Expense Voucher/Reimbursement Form

Reimbursement Policy: The Association will reimburse members for legitimate expenses, including travel, incurred in carrying out Association business. The Association has an accountable reimbursement policy. Members should use the Commonwealth of Virginia reimbursement guidelines for amounts for hotel, meals, and incidentals (www.procurement.virginia.edu/main/departments/LodgingAndMealLimits.html). An expense voucher/reimbursement form must be submitted to document all expenses that the Association is being asked to reimburse. Failure to document these expenses (receipts, copies of tickets, etc.) will disallow the Association from reimbursing the member. The Finance Committee must authorize all reimbursements. The Executive Committee will review reimbursements to members of the Finance Committee. **VACRAO federal tax I.D.: 54-1363652.**

Name	
Check Payable to (if different)	
Mail check to the following address	
City/State/Zip	

Purpose of Expenditure	
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Date(s) of Expenditure	
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Expenses for Material Goods/Services (Printing, Duplicating, Postage, etc.)

Description	Date	Amount
		\$
		\$
		\$
A. Total Expenses for Material Goods and Services		\$
B. Plus Travel Expenses (from reverse side)		\$
C. Less VACRAO Advance	Check Number	\$
D. Less Institutional Advance or Reimbursement		\$
E. Balance Due		\$

Member's Signature	
Date:	Signature:

Approval for Finance Committee		
Date:	Signature:	
Secretary/Treasurer Notes		
Date:	Check Number:	Signature:
Budget Number:		Invoice Number:

