

* Northern Division NSP Expense Voucher *

Submitted by: _____

Make Check Payable to: _____

Mailing Address: _____

Date	Receipt Name	Purpose of Expense	Amount
			\$
			\$
			\$
			\$

Mileage Reimbursement – Destination _____

Miles Attributable to Event	Multiply by 40¢ per mile	Total Requested for Mileage Expense
		\$

Date Voucher Submitted: _____

Total Reimbursement Requested \$ _____

Discipline / Advisor Approval: _____

Budget: _____

Division Director Approval: _____

Paid by Check # _____

Date: _____

Initialed: _____

Procedure:

- 1) Within 30 days of event, complete the voucher, attach receipts and send to the Discipline Advisor for approval. Complete a separate voucher for each budget. Vouchers/receipts not submitted within 30 days of the event will NOT be paid.
- 2) Discipline Advisor must sign or give authorization to Division Director by e-mail and forward voucher to Division Director.
- 3) Once approved by Discipline Advisor, Division Director will review, authorize and forward to treasurer.

All Vouchers must have Division Director's approval – No Exceptions.

Only vouchers which are completed legibly and completely with attached receipts will be considered for reimbursement. Reimbursement for mileage is the only expense that does not require a receipt.