# ADIRONDACK MOUNTAIN CLUB, INC.

# ALBANY CHAPTER

P.O. Box 2116, Empire State Plaza Station

Albany, NY 12220

[www.adk-albany.org](http://www.adk-albany.org)

# Expense Voucher





ADDRESS

PURPOSE OF EXPENSE

Date(s) \_

Expense (Please provide specific information on each item)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TOTAL $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature

# Please submit all receipts f or all expenses with this reimbursement form.

# Forms submitted without all receipts will not be processed.



Budget Category \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PAID

Check # \_\_\_\_\_\_\_\_\_\_\_\_

Amount \_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accounts to be used (Budget Category) for reimbursement purposes

**Administration**

Bulk Mail Permit, Copies, Post Office Box Fee, Cloudsplitter Binding, Election Ballot, Little’s Lake Donation, Name Tags, Recording Secretary Supply, Treasurer Supply, Treasurer Petty Cash, Web Maintenance, Photo Contest Prizes, Financial Review

**Banquet**

Food and Venue, Audio Visual Rental, Speaker/Entertainment, Memento, Printing and Postage, Raffle Prize Expense (Framing), Raffle Ticket Income Donation, Award Plaque

**Cloudsplitter**

Addressing/Sorting, Postage and Return Fee, New Member Postage, Printing, Cost Increase Estimate, Opt-out Savings, Opt-out Raffle

**Conservation**

ADK Nature Conservancy, Hamilton County News, North Country Trail Association, Mohawk Hudson Land Trust, Discovery Center (Meetings), Supplies

**Leader Development**

Wilderness First Aid, Winter Mountaineering School

**Monthly Members Meeting**

Speaker’s Gifts, Refreshments, Room Rental, Raffle Prizes

**August Picnic**

Venue Rental, Food and other

**Membership**

Advertising, Copies/Supplies/Mail, Member Orientations, Community Fair Tables

**Trails**

Equipment, Other

**Paddlers**

Venue Rental, Safety Leader Fee, Supplies

**Ways and Means**

Inventory Purchase, Sales Tax, Other

**Chapter Conservation Initiatives**

Main Club, Camper Sponsorships, New Initiatives