

ALBANY-SCHENECTADY CHAPTER of ADK

Attn: Treasurer
PO Box 733
Schenectady, NY 12301-0733
contact@albany-adk.org

Expense Voucher

DATE _____

NAME _____

ADDRESS _____

PURPOSE OF EXPENSE

Date(s) _____

Expense (Please provide specific information on each item)

| | |
|-------|----------|
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |

TOTAL \$ _____

Signature

Please submit all receipts for all expenses with this reimbursement form.
Forms submitted without all receipts will not be processed.

Approved: _____

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