

**Northern Yearly Meeting
Of the Religious Society of Friends**

**An Expense Voucher
In Two Steps**

Step One: Total amount of expense _____
Amount donated (if you wish) _____
Total of reimbursement _____

Date:

Attach receipt(s) – paper or scanned – and provide a description of the expense:

Name and address of person submitting voucher:

Name

Address

City, State, Zip

Budget or Category Item (Committee/
Concern):

How may I contact you, if questions?

Phone

Email

Step Two:

Forward to the convener of the budget category to sign for his/her approval of the voucher and forward this document with receipts to the Treasurer.

OR:

Ask the same convener to forward his/her approval in the body of an email or letter along with this voucher and scanned receipts to the Treasurer for payment at treasurer@northernyearlymeeting.org.

(Make sure to send the voucher, the convener's approval and the receipts in one email message or mailing envelope to assure a prompt and accurate response.)

Convener's Signature

(The Treasurer's mailing address can be found on the [private NYM website](#), on the Financial page or in the Clerks and Committee Roster - go to the private site from the login link on the public NYM website)