

# New York State Society of Enrolled Agents

**Submit form to:** Chapter Officer if Chapter Business

Email: lisa@ltsaaccounting.com

Fax: 519-535-0824

Mail: NYSSEA  
c/o Lisa Cancellarich  
13 Theta Drive #1206  
Gouldsboro, PA 18424

CC to NYSSEA Treasurer:

CC to NYSSEA Treasurer (Lisa Cancellarich,

EA): treasurer@nyssea.org

## Expense Voucher

Date Submitted \_\_\_\_\_

Chapter or Position \_\_\_\_\_

Speaker Expenses

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Date(s) of Event or Meeting \_\_\_\_\_

Transportation: From \_\_\_\_\_ to \_\_\_\_\_ (and return)

Air/Rail fare	\$
Taxi: from _____ to _____	\$
Automobile: _____ miles @ _____.70 per mile	\$
Garage, parking, tolls	\$
Hotel: _____ nights	\$
Telephone	\$
Postage	\$
Printing/Materials Costs	\$
Restaurant/Room Rental/Catering	\$
Other (specify)	\$
<b>TOTAL</b>	<b>\$</b>

**Accounting Use Only**

GL: \_\_\_\_\_

GL: \_\_\_\_\_

GL: \_\_\_\_\_

Budgeted    Y            N

Board Exception Approval

Date: \_\_\_\_\_

Treasurers Initials \_\_\_\_\_

**Copies of Original Receipts must be attached to this voucher for reimbursement to be made. – You should keep the originals if not submitting**

**A Chapter Officer must approve chapter Related Expenses.**

**Speakers should submit vouchers to Chapter directly for Approval.**

Submitters Signature \_\_\_\_\_

Approval Signature \_\_\_\_\_

- Chapter Business Approval Signature required from a Chapter Officer
- Board Business approval by Board Officer – typically Treasurer

\* Committee Work approval by Chair unless self, then Board Officer