

Instructions for the Use of the Reimbursement Voucher Form (Rev Nov 2007)

The Reimbursement Voucher Form is intended to document and account for expenses which are paid for by a group or individual on behalf of an event or activity sanctioned and carried out for the benefit of any bona fide Subud group whether it be at the local, regional, or national level. *The expenditures must be pre-approved by the relevant committee person.* Each receipt should be documented as to the category of expense, the name of the business from which the item(s) or service(s) were purchased, and a brief explanation of the expense. Please list each receipt on a separate line. Use more than one line for the same receipt if it involves expenses in more than one category. Examples are given below. The receipts need to be attached to the form and submitted to the treasurer, either for full or partial reimbursement, or for full or partial conversion of the expense into a donation. *No reimbursement check should ever be written by the treasurer without the receipt(s) and the voucher form(s) in hand!!!* In the rare case that you *must* advance funds to anyone, you *must* see that you get the Reimbursement Voucher Form and all receipts for the expenses.

These forms can be particularly useful for committee members and helpers who travel for approved reasons and pay for their own way—the form with attached receipts can turn these costs very easily into tax deductible donations.

Car Mileage Reimbursement

Beginning Jan 1, 2007, the standard mileage rates for the use of a car (including vans, pickups or panel trucks) will be reimbursed at the Internal Revenue Service (IRS) business travel rate of \$.485 per mile. If a person is donating mileage and wants a receipt for that, the charitable travel rate is \$.14 per mile. In lieu of a business receipt, submit a mileage log listing 1) which car was driven, 2) the departure date, time, location, and starting odometer reading, 3) the destination arrival and departure date, time, and location, 4) the return date, time, location, and ending odometer reading, and 4) the number of miles driven, with a dated signature at the bottom of the document. Gasoline and other expenses related to the use of the car cannot also be reimbursed when this method is used, but may be used instead.

Timely Reimbursement

The reimbursement voucher form and receipts must be submitted within one (1) month of the date of the purchase(s). In the case of travel, reimbursements are made only after the completion of travel, so the reimbursement voucher form and receipts need to be submitted within one month of completing the travel. The treasurer will reimburse the voucher submitter within thirty (30) days of receipt of the reimbursement form and required receipts.

EXAMPLES

Category	Purchased From:	Explanation	Amount
Meals	Shane Catering	Meals for regional congress	\$1040.00
Travel	United Airlines	Airfare	\$ 321.73
Travel	Travel by car	274 miles @ 48.5¢ per mile	\$ 132.89
Travel	Donated travel by car	322 miles @ 14¢ per mile	\$ 45.08
Supplies	Office Depot	Ink cartridges/paper	\$ 19.22
Congress supplies	Office Depot	Flip charts and markers	\$ 73.24
Printing/copying	Kinko's	Copy registration form	\$ 32.12
Postage/shipping	USPS	Stamps for registration form	\$ 42.00

Other examples of categories: Equipment, Telephone/Telecom, Newsletter, Rental, Utilities.