



## Marion Jordan PTA Expense Voucher

Expenses should be submitted as incurred and no later than 2 weeks after your event.

A EXPENSE VOUCHER is included at the end of this document.

An expense voucher system provides your PTA with a simple financial record-keeping procedure for disbursements that is easy to follow and understand. Using an expense voucher is a simple method of authorizing the treasurer to issue payment within the adopted budget.

Just as there is a receipt for all monies received, there should be an expense voucher for each check written.

The audit committee will find it advantageous to have expense vouchers, as well as all receipts, to verify disbursements and income.

### **REIMBURSEMENT OF EXPENSES PAID**

- All requests for expenses incurred must be accompanied by an **EXPENSE VOUCHER**.
- Expense Vouchers can be found on the PTA web site, in the PTA workroom at school or you can contact the treasurer.
- Expense Vouchers must be signed by the Committee Chairperson and the PTA president.
- Supporting receipts must be included with the completed expense voucher.
- Completed Expense Vouchers need to be submitted within two weeks of payment.
- All completed Expense Vouchers may be dropped off at school in the treasurer's folder located in the PTA workroom.
- Payment will be sent via backpack mail unless a self-addressed, stamped envelope is included with the voucher.

### **Additional Information on Reimbursement of PTA Expenses**

Many of the expenses a local unit will be reimbursing are for the purchase of supplies and materials for PTA events and projects. These expenses are straightforward with a receipt and dollar amount. Two topics consistently generate questions on reimbursement of expenses.

This information is intended to clarify those topics.

### **Reimbursement of Sales Tax**

Generally speaking, PTA board members who purchase materials for PTA use should use the Tax Exempt Letter provided in this packet for their purchase.

However, some merchants and warehouse clubs do not accept this letter except under specific circumstances. A special membership or PTA check at the time of purchase may be expensive or unworkable.

While all board members should strive to be thrifty when making purchases for the PTA, sometimes the best price will include sales tax. **It is perfectly acceptable to reimburse sales tax on a purchase made for PTA use, especially when that purchase is the most economical choice.**

### **Reimbursement of Registrations and Travel Expenses**

The use of PTA funds for training, conventions, and workshops that will help PTA leaders become more knowledgeable and capable are a perfectly appropriate use of PTA funds.

When the budget is prepared and approved by PTA members, the amount a PTA can afford to spend on these items should be included in the budget. The amount reimbursed should not exceed the budget and may include any or all of the following items. (The reimbursement amounts used by the Illinois PTA Board are included as a suggested amount.)

- Registration fees for training, workshops or convention.
- Hotel Expenses at one half of the best rate available for a double room. It is expected that board members share a room, if at all possible.
- Travel Expenses
  - Auto mileage at \$0.40 per mile plus tolls
  - Parking
  - Public transportation
  - Airfare if pre-approved and the most cost-effective based on comparing mileage
  - Cab fare not to exceed \$15.00
  - Meals
    - \$28.00 per diem (requires no receipts)
    - Meals provided at an event should not be included for reimbursement
    - Individual meals at per diem rates based on times of travel
      - Breakfast: \$5.00
      - Lunch: \$8.00
      - Dinner: \$15.00

**MARION JORDAN PTA**  
**EXPENSE VOUCHER**

For reimbursement of expenses complete the following and return to PTA President for approval. You may also put in PTA workroom President Folder. Expenses should be submitted as incurred and no later than 2 weeks after your event.

Date: \_\_\_\_\_ Submitted by Name & Phone #: \_\_\_\_\_

Check Total Amount: \_\_\_\_\_

Check payable to: \_\_\_\_\_

Name of line item from posted budget: \_\_\_\_\_

Itemized expenses: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Check is to be mailed. Please include a self-address, stamped envelope.
- Check is to go in committee folder in PTA workroom.

Committee Chairperson Signature \_\_\_\_\_

PTA President Signature \_\_\_\_\_

For Treasurer's use only

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