

# NHLTA Board Expense Voucher

Date: \_\_\_\_\_ Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 (PLEASE PRINT)

<b>EXPENDITURES</b>			
***Attach Receipts for <u>ALL</u> Expenditures			
Date	Acct. # (See Below)	Purpose	Amount
<b>Total Expenditures</b>			<b>\$</b>

<b>MILEAGE</b>					
Date	Acct. # (See Below)	From	To	Nr. Miles	Amount = miles x \$0.25
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>Total Mileage</b>					<b>\$</b>

<b>Total Voucher Amount</b>	<b>\$</b>
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Submitted by: \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_ Your Signature

**\*\*\*NOTE:** EXPENDITURES AND OR MILEAGE EXCEEDING \$200 REQUIRES THE ADDITIONAL SIGNATURE OF AN NHLTA BOARD OFFICER

\_\_\_\_\_ Date \_\_\_\_\_ Board Officer Signature

**Account Categories**

- 2010 Postage
- 2020 Telephone
- 2040 Assoc. Dues
- 2060 Awards/Donations
- 2070 Office
- 2090 NHLTA Board Retreat
- 2100 NHLTA Board Meetings
- 2110 Administrative

- 2120 NHLTA Conference
- 2130 NHLTA Workshops
- 2150 NHLTA Orientations
- 2160 Special Projects
- 2180 Technology/Website
- 3000 Well-Library Visits
- 4000 Open Houses
- 5000 Publicity

**2170 TRAVEL**

- 2171 NHLTA Board Meetings
- 2172 Workshops/Orientations
- 2173 NHLTA Conference
- 2174 NHLTA Committee Meetings
- 2175 NHLA/NELA Conference
- 2176 NHLTA Award Presentations
- 2177 NHLTA Board Retreat
- 2179 Misc. Travel

**Expenses Must be submitted within 30 days to** Mark Branoff, NHLTA Treasurer, 11 Leni Road, Windham, NH 03087