

NHLTA Board Expense Voucher

Date: _____ Name: _____
 Address: _____
 Email: _____
 (PLEASE PRINT)

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

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

Total Voucher Amount	\$
-----------------------------	----

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