



New Jersey State First Aid Council, Inc.

EMS Council of New Jersey

2040 Millburn Avenue, Suite 102-1
Maplewood, New Jersey 07040



Expense Voucher

Due: The Wednesday prior to a Board of Trustees meeting.

Pay to

Requested by

Name:
Address:

Name:
Title:
Signature:
Date:

Budget Category

Please use a separate expense voucher for multiple budget categories.

- Committees & Programs: Cadet, Newsletter, Convention, Supplies, Directory, Technology, Election, Other, Historian
Executive Officers: President, Treasurer, Area Vice Presidents, Assistant Treasurer, Secretary, Membership Secretary, General board expenses
Professional Services: Accounting, Advocate, Legal, Medical Advisor, Public Relations
Scholarships: Cadet, Gail Lawrence, Fred Steinkopf, Other

Expense Detail

Legible receipts must be provided. If possible, contact the Treasurer ahead of time to avoid NJ Sales Tax.

Table with 3 columns: Date, Description, Amount

Travel Detail

Travel reimbursement rate: \$0.50/mile

Table with 4 columns: Date, Reason for Travel, Miles, Amount

Total

Approvals

Approval by two uninvolved Executive Officers or one uninvolved Executive Officer and a Past President is required.

Signature lines for President, NAVP, CAVP, SAVP, Past, Secretary, Membership, Treasurer, Asst. Treasurer