



DCNRHS Expense Vouchers Processing Procedures

DCNRHS volunteers are reimbursed for authorized purchases by submitting an expense voucher and receipts or for those who have a DCNRHS Credit Card a Credit Card Voucher. Proper preparation of the voucher is essential for timely reimbursement and correct accounting.

DCNRHS expense vouchers will be processed as follows:

1. SUBMIT VOUCHER (DCNRHS Volunteer)

Vouchers are submitted electronically by the volunteer requesting reimbursement/credit card payment to vouchers@dcnrhs.org. Submissions include a completed voucher, receipts for all purchases and (for credit card purchase) a completed spreadsheet listing the purchases.

See sample expense voucher for help in properly filling the expense voucher out. Also vouchers should be filled out and submitted in a timely manner (within 30 days of expense or trip/event).

For people who cannot submit electronically, please send the filled out voucher to the Chapter's current address as listed on our web site under [contact us](#).

It is also recommended that the submitter keep a copy of the voucher for his/her records.

2. PROCESS VOUCHER (Bookkeeper)

- Review voucher and receipts submitted via email for accuracy and completeness. Incomplete submission may be returned by the bookkeeper to the submitter for clarification.
- Clarify outstanding questions with the Chairs of the Trip/Charter Committees and Operations & Equipment Committee as needed
- Obtain additional authorization if necessary
- Enter the expenses in QuickBooks and prepare reimbursement check
- Notify Treasurer that voucher is processed and payment should be made.

3. REIMBUSE EXPENSE (Treasurer)

- Reimburse submitter or pay credit card bill, as applicable