



## DCNRHS Expense Vouchers Preparation and Processing Instructions

DCNRHS volunteers may be reimbursed for authorized purchases by submitting an expense voucher and receipts. Proper preparation of the voucher is essential for timely reimbursement and correct accounting. Vouchers may be submitted as soon as an expense is incurred, and must be submitted not later than 30 days after the expense was incurred.

This document outlines the process by which expense vouchers are prepared and submitted.

Vouchers must be filled in completely, including all information as required to clearly detail the expense, and be totaled, signed and dated. Incomplete vouchers will delay reimbursement and will be returned. Separate vouchers should be submitted for each trip or event. It is slightly more paperwork, however it is much clearer if each voucher concerns only one trip or charter, and assists with accurate accounting.

Once the correctly completed voucher is received by the bookkeeper, the voucher will be processed and payment made in a timely manner (typically within 15 days). Reimbursements made to the submitter will be made by check. Credit card bills will be paid directly to the card issuer.

Should you have any questions on how to complete a voucher for a particular trip or event, please contact Kevin Tankersley (Trip/Charter Committee Chair). Voucher questions concerning railcar expenses should be directed to Jim Lilly (Operations and Equipment Committee Chair). All other voucher questions should be submitted to the Treasurer. These individuals will also provide the additional authorization required for reimbursement of expenses over (\$5,000.00).

We understand that this paperwork is perhaps the least fun aspect of our operations; however, it is essential in order for us to be successful. Thanks very much for your help.

**NOTE: CHAPTER CARD EXPENSES AND CREDITS ARE NOW REPORTED ON A SEPARATE FORM.**

## DCNRHS EXPENSE VOUCHER INSTRUCTIONS

1. Fill in your name as 'SUBMITTED BY'
2. List the official name, number, and date(s) for the trip or event (if applicable). This information will be provided by the Chair of the Trip/Charter Committee. The official trips/event name corresponds to an approved pro forma which authorizes spending for the trip/event. It is important to record the correct trip/event name in order to ensure correct accounting of expenses.
3. Check the type of the reimbursement requested. If you are requesting direct reimbursement, fill in your name and complete mailing address in the space provided.
4. Write an Item number in the first column and write the same number directly on your receipt.
5. List the source and description of the item(s) for which you're requesting reimbursement.
6. List the account code for the item(s) (account codes are found on page 2 of the Expense Voucher file).
7. List the amount of the item(s).
8. Total the amount for which you're claiming reimbursement.
9. Use this space to explain anything unusual about the voucher that will help the bookkeeper and treasurer process it correctly.
10. Sign and date the voucher.
11. Email copies of the completed expense voucher, and all supporting receipts to [vouchers@dcnrhs.org](mailto:vouchers@dcnrhs.org). If you cannot submit electronically, please send the filled out voucher and receipts to:

DCNRHS  
Attention Treasurer  
1001 G Street, NW  
Suite 800W  
Washington, D.C. 20001

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

# EXPENSE VOUCHER



**THE NATIONAL RAILWAY  
HISTORICAL SOCIETY  
WASHINGTON, D.C. CHAPTER, INC.**

SUBMITTED BY: George M. Pullman

**THIS IS A (CHECK ONE):**

**CHECK EVENT TYPE AND IDENTIFY**

- DCNRHS Credit Card Expense Report
- Debit/Direct Payment Account Expense
- Payment/Check Request
- Payment/Reimbursement Expense

- Excursion     Trip     Charter     Sales
- Banquet     Picnic     Other Event     N/A

**Name and Address to make payment to:**

R. T. Lincoln, Volunteer

1934 Calumet St.

Chicago, IL 19341

Event Name : Florida Special

Event Number: T1701    Event Date: 17-23 March 2017

ITEM #	PAYEE (or vendor/store on receipt) AND DESCRIPTION OF TRANSACTION (for example: Dominion Electric Supply; light bulbs)	ACCOUNT #	AMOUNT
1	Rental of Historic Pullman Car Dover Harbor	4100	10,000.00
2	Food and Commissary Supplies	4100	1,229.00
3	34V Light Bulbs from General Electric Company	5110	40.00
<i>To be completed by submitter:</i>			<b>TOTAL:</b> 11,269.00
<b>GENERAL NOTES</b>		<i>Treasurer/Comptroller Use Only</i>	
		ACCOUNT	AMOUNT
SUBMITTER SIGNATURE: <u>George M. Pullman</u>		DATE: <u>3/31/2017</u>	
CHECK No.:	DATE:	TOTAL AMOUNT:	

**ADDITIONAL AUTHORIZATION (IF REQUIRED):** SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_