

Expense Voucher: Prefer that you accumulate several events on one form and submit at Board Meetings whenever possible (reduces amount of SNAM office processing time/cost). **Submit voucher to Committee Chair to authorize, or Treasurer if there is no chair or officer in charge of the account.**

Pay To:				Date Submitted to SNAM:				Expenses must be approved by officer or Committee Chair responsible for budget account listed, or Treasurer.		
Street:		City:		State:		ZIP:			Phone:	
Mileage Expenses:										
Event Date	Activity	# Miles	From	To	Miles x .54 =	Acct Number	Class	Authorizing Signature		
Other Expenses: Itemize by Accounts listed. Attach receipts for all expenses.								Subtotal:		
Event Date	Activity or Description of Expense				Amount	Acct Number	Class			
SNAM VISA ACCOUNT CHARGES: Must be submitted the 5 th of the month - attach charge slips (NO ALCOHOLIC BEVERAGES)								Subtotal:		
Event Date	Activity or Description of Expense				Amount	Acct Number	Class			
Grand Total:								Grand Total:		

Date Rec'd by SNAM:	Date Paid by SNAM:	SNAM Processor Initials:
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Account

50100 Instructor Fees
50200 Instructor Expense
 50201 Stipend
 50210 Mileage
 50220 Meals
 50230 Lodging
 50240 Other Transportation
 50250 Postage
 50260 Supplies
51000 Curriculum Development
 51100 General Development
 51200 Media Replacement
 51300 Other Curriculum
52000 Training Materials
 52100 ServSafe ®
 52200 Prometric
 52300 Other Manuals
 52310 Manuals Postage Cost
53000 Training Site Expense
 53100 Meals
 53200 Facility Rental
 53300 AV Equipment
54000 Program Publications Expense
55000 Conference/Seminar Expense
58000 Scholarships
60000 Payroll Expense
63000 Board Expense
 63100 Transportation
 63200 Mileage Reimbursement
 63300 Meals
 63400 Lodging
 63500 Facility Expense
 63600 Gifts/Awards
 63700 Speakers/Facilitators
 63800 Registration/Fees
 63900 Misc. Board & Mtg. Expense
64000 Staff Expenses
 64100 Transportation
 64200 Mileage Reimbursement
 64300 Meals
 64400 Lodging
 64800 Registration/Fees
65000 Administrative Operations
70000 Marketing & Communications
80000 Fundraising Costs

Class

10 Membership
20 Industry Conference
30 First Hand News
40 Annual Conference
 41 Conference/General
 42 Industry Event
 43 Trade Show
50 Statewide Training
60 Management and General
 61 Leg. Comm. & State LAC
 62 LAC National Conference
 63 SNAM Leadership Conference
 64 National Leadership Conference
 65 SNA Annual Conference
70 Administration
100 Conferences
220 Area Representatives
300 Executive Board
400 Certification
520 Committees
600 Training