

**WOMEN'S BAR ASSOCIATION
OF THE STATE OF NEW YORK**



REIMBURSEMENT VOUCHER FOR FISCAL YEAR 2011-2012

All vouchers for travel to state Board meetings are to be authorized and signed by the WBASNY Treasurer, Donna Praiss for payment. Donna's address, phone number and email address are: Michelman & Robinson LLP, 114 West 47th Street, 24th Floor, New York, NY 10036, (646) 223-3217, Email - treasurer.wbasny@gmail.com.

You must include one postage paid envelope addressed back to yourself.

*Vouchers must be received within 45 days of incurring the expense.
Any extraordinary expense must be pre-approved.*

Payee: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Chapter: _____

Expenditure Date: _____

Reimbursement Sought for Attendance as (choose all that apply):

Chapter Delegate Chapter President Chapter Treasurer

Judicial Screening Rep Nominations Committee Rep WBASNY Officer

_____ Committee Chair or Co-Chair

Breakdown of Expenses (Attach receipts):

Mileage: _____ miles roundtrip x .28 per mile = \$ _____

Air Fare: \$ _____ Train Fare: \$ _____ Bus Fare: \$ _____

Parking: \$ _____ Taxi: \$ _____ Subway Fare: \$ _____

Hotel: \$ _____ Roommate: _____

Total Amount Due: \$ _____

WBASNY Treasurer Signature: _____

Check #: _____