

25 March 2011

Fellow Bridge Members,

Instructions for Use of **“Expense Voucher - Authorization for Payment”**

Please use the accompanying form whenever you wish to obtain a reimbursement or have a bill paid by the Squadron.

Scenario A – Reimbursement to You

NAME/VENDOR – should be **your name** in the event of re-imbusement, i.e, squadron-approved expenses which you have already paid on your own account. If for multiple outlays, kindly list each under “Items” with amounts and attach receipts, bills or other documentation. I shall send you a check for the total amount.

Scenario B – Squadron Payment

If for goods or services not already paid by you and expected to be paid by the Squadron, please insert the **vendor’s (provider’s) name** and attach a copy of the invoice, bill or other documentation of expenditure. One voucher should be used for each individual vendor. I shall then pay the vendor directly unless you direct me otherwise.

Please sign your name in the “Approved by” line and mail or deliver to me at

Peter A. Young

2700 Bay Avenue

Mattituck, NY 11952

631-298-4326

Attn: Treasurer (Yuri gets a lot of mail)