



Topics

- Division Web page
- Policy & Procedures
 - Chapter 5
- Review Division Expense Voucher
- Summary
- Question/comments



Division Web

- www.nspcentraldivision.org
- Members
 - Bookshelf
 - Policy and Procedures
 - Expense voucher'
 - Board of Directors Meetings
 - Division Budget Spring Meeting



Policy and Procedures

- Chapter 5-Treasurer – Pages 22-26
 - Expense reimbursement Process- p. 23
 - Account numbers-p.26
 - Official Division expense voucher - Bookshelf
 - Date due Treasurer & Supervisor
 - Staff/Supervisor Budgets fiscal year 20xx



Review Division Expense Voucher

- Excel Format available at Web site – Bookshelf
 - Preferred format Excel
- Review--Sample
 - Receipts/MapQuest
 - Scan receipts with Adobe or snail mail.
 - Email MapQuest
 - Budgets – Programs, Spring BOD 2013
 - Time Line to Treasurer and Supervisor
- Payment



Summary

- Use the Division Web site
- Chapter 5
- Excel format
- Complete expense voucher
- Mileage reimbursement--\$.32 per
- MapQuest
- Receipts
- Region Directors – Fall & Spring BOD
- Time Line expenses -30 & 90 day Policy
- Budgets



Questions/Comments