



Policy/Procedure

Policy # 08

Subject: Expense Vouchers
Effective Date: 2000
Reviewed by: Treasurer
Approved by: APIC Minnesota Board of Directors
Revision Dates: 10/2024

POLICY

1. All expenses, including bills and reimbursements, must have an [expense voucher form](#) completed with receipts attached.
2. Expense voucher forms must be submitted to the Treasurer within 60 days of the event. If unable to submit a voucher within 60 days, the submitter must notify the APIC MN Treasurer.
 - a. Expense voucher forms received after 60 days, without prior notice to the Treasurer, are subject to approval by the Board and may result in denial or reduced payment.
3. Treasurer will file with records and retain according to the document retention policy (#18).

PURPOSE

To provide evidence of accountability and maintain tax status of APIC MN.

PROCEDURE

1. Complete [Expense Voucher Form](#) and upload receipts on apicmn.org website.
2. The Treasurer or Treasurer-Elect will return a check for reimbursement upon review and approval of the expenses.

ATTACHMENTS & RELATED FORMS

[Expense Voucher Form](#)