

United for a Fair Economy



EXPENSE VOUCHER

An expense voucher must be completed for fixed expenses (e.g. rent, insurance, phone, etc.), pre-approved expenses (e.g. contractors, temp agencies, subscription renewals, etc.) and all purchases under \$200. This form is completed and approved after the invoice is received.

Vendor Name: _____ Today's Date: _____

Description/Purpose of Expense: _____

Account	Budget Class	Budgeted? (Y/N)	Team	Amount	Other Information
TOTAL					

Expensed/Requested by (if not approver): _____ Date: _____

Approved by: _____ Date: _____

NOTES:

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ACCOUNTING USE ONLY

Invoice Number	Invoice Date	Terms	Due Date	Check Date	Check #

Account	Account Name
PAYROLL BENEFITS	
6332	Health Insurance
6333	Dental Insurance
6333	Worker's Compensation
6336	Emp. Travel (MBTA passes)
PROFESSIONAL FEES	
6510	Temp. Help
6550	Ind. Contractors & Consultants
6585	Intern Compensation
6595	Miscellaneous
OTHER EXPENSES	
7100	Advertising & Media Services
7200	Grants to Others
7300	Contributions & Sponsorships
DUES, PUBS. & MEDIA	
7510	Books, Publications & Media
7520	Memberships & Subscriptions
EQUIPMENT	
7610	Maintenance & Repair
7620	Tech. Equip. <\$5K
7625	Software Purchase <\$5K
7630	Misc. Rental
FEES	
7730	Credit Card Fees & Charges
7750	Filing Fees
7760	Late Fees & Finance Charges - Misc.
INSURANCE	
7810	Board Liability
7820	Property & Liability
MAIL & DELIVERY	
8010	Postage
8015	Mail Meter Rental
8030	Delivery & Couriers
8040	Mailhouse
8060	Lists, Permits & Records
OCCUPANCY	
8210	Rent
8220	Utilities
8230	Misc. Occupancy Costs
8240	Cleaning & Recycling
COPYING & PUBLISHING	
8410	Printing & Copying
8430	Copy Machine Lease
8470	Publishing Literature

MEETINGS & EVENTS	
8510	Meetings & Events - Misc.
8520	Food & Refreshments
8530	Space Rental
8560	Event Entertainment
SUPPLIES	
8610	Office Supplies
8615	Misc. Supplies
TELEPHONE & INTERNET	
8710	Phone
8715	Conference Calls
8720	Internet
CONFERENCES & TRAINING	
8810	Conf. Registration Fees
8820	Training & Prof. Development
TRAVEL	
8910	Lodging
8930	Meals
8950	Transportation
MISCELLANEOUS	
9030	Staff Meals & Parties
9070	Volunteer Expenses
LOBBYING	
XXX7	Grassroots Lobbying
XXX9	Direct Lobbying

CLASS LIST

ADMINISTRATIVE	
1100	Operations/Admin
1300	Board-Related
FUNDRAISING	
2100	Development/Fundraising
PROGRAM	
3200	Racial Wealth Divide
3310	Tax Programs, Shared
3320	State Tax Program
3330	Estate Tax Program
3410	General/Popular Education
3510	Corporate Accountability
3520	Responsible Wealth
3590	Gen. Program, Shared
OVERHEAD	
4100	Shared Overhead
4200	Shared Technology

United for a Fair Economy

REIMBURSEMENT REQUEST



Name of Requester: _____

Request Date: _____ Amount: _____

Receipt #	Expense Account	Budget Class	Team	Purpose	Amount
				Total Expense	
				Less Advance Received	
				TOTAL REIMBURSEMENT	

Approved by: _____ Date: _____

IMPORTANT! Please note:

1. All staff reimbursements must have prior approval from your team supervisor.
2. All expenses exceeding \$1,000 must have prior approval from the Executive Director.
3. UFE's mileage reimbursement is 55¢/mile.
4. Phone reimbursement rate for un-itemized bills is 10¢/minute.
5. Per diem for meals/incidentals while traveling is \$30/day.
6. No receipt = No \$\$\$. See Bookkeeper with any receipt issues.

-----For Accounting Use Only -----

Due Date		Check Date		Check #	
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Account	Account Name
PAYROLL BENEFITS	
6332	Health Insurance
6333	Dental Insurance
6336	Emp. Travel (MBTA passes)
PROFESSIONAL FEES	
6550	Ind. Contractors & Consultants
6585	Intern Compensation
6595	Miscellaneous
OTHER EXPENSES	
7100	Advertising & Media Services
7200	Grants to Others
7300	Contributions & Sponsorships
DUES, PUBS. & MEDIA	
7510	Books, Publications & Media
7520	Memberships & Subscriptions
EQUIPMENT	
7610	Maintenance & Repair
7520	Tech. Equip. <\$5K
7625	Software Purchase <\$5K
7630	Misc. Rental
FEES	
7710	Bank Service Charges
7730	Credit Card Fees & Charges
7750	Filing Fees
7760	Late Fees & Finance Charges - Misc.
MAIL & DELIVERY	
8010	Postage
8030	Delivery & Couriers
8060	Lists, Permits & Records
OCCUPANCY	
8210	Rent
8220	Utilities
8230	Misc. Occupancy Costs
8240	Cleaning & Recycling
COPYING & PUBLISHING	
8410	Printing & Copying
8470	Publishing Literature
MEETINGS & EVENTS	
8510	Meetings & Events - Misc.
8520	Food & Refreshments
8530	Space Rental
8560	Event Entertainment

SUPPLIES	
8610	Office Supplies
8615	Misc. Supplies
TELEPHONE & INTERNET	
8710	Phone
8720	Internet
CONFERENCES & TRAINING	
8810	Conf. Registration Fees
8820	Training & Prof. Development
TRAVEL	
8910	Lodging
8930	Meals
8950	Transportation
MISCELLANEOUS	
9030	Staff Meals & Parties
9070	Volunteer Expenses

CLASS LIST

ADMINISTRATIVE	
1100	Operations/Admin
1300	Board-Related
FUNDRAISING	
2100	Development/Fundraising
PROGRAM	
3200	Racial Wealth Divide
3310	Tax Programs, Shared
3320	State Tax Program
3330	Estate Tax Program
3410	General/Popular Education
3510	Corporate Accountability
3520	Responsible Wealth
3590	Gen. Program, Shared
OVERHEAD	
4100	Shared Overhead
4200	Shared Technology
LOBBYING	
XXX7	Grassroot Lobbying
XXX9	Direct Lobbying

UFE PURCHASE ORDER

* A purchase order must be completed and approved PRIOR to making purchases over \$200.00 *

Approvers: The *Available Budget* can be found on your most recent financial report. If there is not enough available funds, indicate other accounts where funds can be reallocated. Submit this form to Operations after order has been placed. The invoice will be paid using the purchase order as your approval.

DATE	VENDOR	PAYMENT METHOD

PURPOSE

ITEM	CLASS	ACCOUNT	REMAINING BUDGET	COST
TOTAL				

Requested By _____ Date _____

Approved By _____ Date _____
(Only authorized staff can approve Purchase Orders)

NOTES

●●● FOR ACCOUNTING USE ONLY ●●●

Date of Invoice	Description	Invoice Number	Amount
Due Date:		Terms:	

Record of Payment

Paid by Check #:	
Date of Check:	

Summary of Charges

Amount:	
Less Discount:	
Net Amount:	

Account Number List

Payroll Benefits

6332	Health Insurance
6333	Dental Insurance
6334	Workers' Compensation
6336	Travel-MBTA Passes
6338	NOA Pension

Professional Fees & Services

6510	Administrative/Temp Help
6530	Development
6550	Independent Contractors/Consultants
6551	Spanish Translation
6552	Publication & Graphic Related
6553	Media & Public Relations Related
6585	Work Study/Interns Fees

Other Expenses

7100	Advertising
7200	Grants to others
7300	Contributions & Sponsorships
7400	Depreciation Expense
7500	Dues, Pubs & Subscriptions

Equipment Expenses

7610	Maintenance & Repair
7620	Technology Equipment < \$1K
7625	Technology Software < \$1K
7630	Rental

Fees & Charges

7710	Bank Service Charges
7720	Payroll Fees
7730	Credit Card Fees
7740	Late Payment Fees
7750	Filing Fees

Insurance

7810	Board Liability
7820	Property & Liability

Mail & Delivery

8010	Postage
8030	Shipping & Couriers
8040	Mailhouse Services
8060	Mailing List

Occupancy

8210	Rent
8220	Utilities
8230	Misc. Occupancy Costs
8240	Recycling

Printing

8410	Printing & Publications
8430	Copy Machine Lease
8470	Literature

Program & Events

8510	Programs & Events - Misc.
8915	Registration Fees
8520	Food & Refreshments
8530	Space Rental
8560	Event Entertainment

Supplies

8610	Office Supplies
8615	Misc Supplies

Telephone & Internet

8710	Phone
8720	Internet

Training & Development

8800	Training & Staff Dev (w/travel)
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Travel Expenses

8910	Lodging
8930	Meals
8950	Transportation

Miscellaneous

9030	Staff/Office Parties & Meals
9070	Volunteer Expenses
9090	Various
9999	Items to be Categorized

CLASS LIST

1100	Administration - General
1300	Administration - Board Related
2100	Development - Fund Raising
3200	Racial Wealth Divide (RWD)
3310	Tax Programs General
3320	State Tax Programs
3330	Estate Tax
3400	Education
3510	General Programs
3590	Corporate Accountability
4100	Overhead Shared
4200	Technology
4300	Communications