



Village of Menands

***280 Broadway
Menands, NY 12204
(518) 434-2922
Fax (518) 427-7303***

REIMBURSEMENT OF EXPENSES:

Employees must complete a voucher When they use their funds to purchase items or pay for approved Village activities. Receipts must be attached to all vouchers or bills presented for payment, or the payment will not be made.

The reimbursements for expenses of lost receipts are subject to supervisory approval. An employee who is missing a receipt will write a note that the receipt is missing and should detail the amount and nature of the expense and attach it to the voucher before the supervisor approves it. If a note is not attached to the voucher, it will be returned to the supervisor for the attachment of a note, which must then be signed by the employee and supervisor.

Vouchers must be returned to the Village Office for processing. All vouchers will be audited by the Village Board before being paid.