

NBC Voucher Instructions - 8/9/2016

1. Go Online
2. Visit this page: <http://www.nationalbaptist.com/departments/finance-office.html>
3. Click on the link under Finance Department Forms that says, "Expense Voucher". [The direct link is: http://media1.razorplanet.com/share/510611-8783/resources/998079_ExpenseVoucher_01142016_fillable.pdf]
4. Download the voucher to your computer. If you fill the form in while you are online, the changes you make will not be saved and the form will not calculate your reimbursement request. Depending on the type and version of the Internet browser you are using, download it by clicking "ctrl + p" or clicking the down arrow that is in the upper right or lower right on your screen. It looks like this:



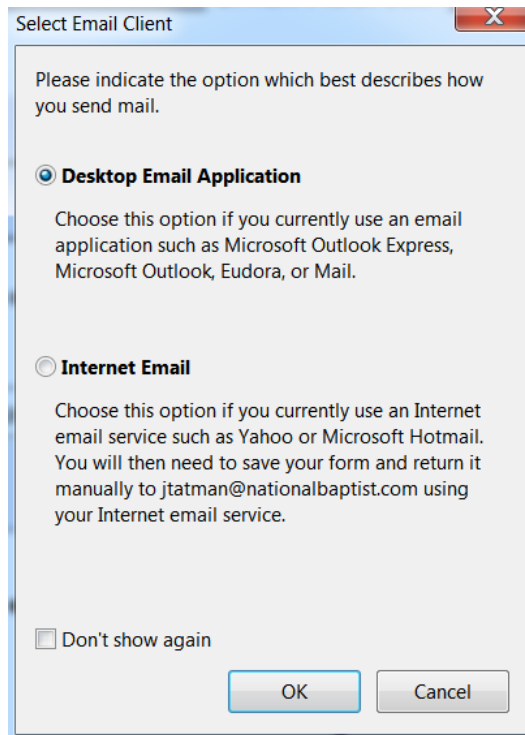
5. After you download the document, save it as a name you can remember and put it in a folder you will remember so that you don't have to download it every time you need to use it.
6. Scan and save your supporting documents/receipts, if applicable.
7. Open the saved voucher document. Fill in all the fields applicable to you. This form will automatically open a browser window for you to attach supporting documentation. That window will appear either on the bottom of your screen or to the left or right of your screen.
8. If you have receipts or other supporting documents to attach, click on the "Attach Files" button, located at the bottom of the document. Select the files you want to add. They will automatically be added as an attachment to the voucher. The "Attach Files" button looks like this:

ATTACH FILES

9. Save the document with a name corresponding to the expenses you are reporting (e.g., Mayhan_MidWinterBoard_2016).
10. Click "Submit Form" to open your email client to send the form and attachments to the Finance Department.

SUBMIT FORM

11. Select whether you want to use your computer's "Desktop" email client or your web-based "Internet" email client, click "OK", and proceed accordingly.



12. Note: If you don't use the new browser attachment feature, you can still attach documents after you click "Submit Form" when your email client opens. Just select, "Attach File", and proceed accordingly.

