|  |  |
| --- | --- |
| **Requested By:** |  |
|
|
| **Reason for Expense:** |  |
|  |
|  |  |  |
| Please submit request within 60 days of expenditures. Reimbursement requests must be accompanied by documentation. Use tape to attach receipts to a standard sheet of paper. |
|
|  |  |  |
|  |  |  |
| **Category** | **Amount** | **Describe Expense** |
| Catering and Food |  |  |
| Conferences and Conventions  |  |  |
| Consulting |  |  |
| Donations |  |  |
| Entertainment |  |  |
| Equipment Rental |  |   |
| Facilities Rental |  |   |
| Insurance |  |   |
| Postage and Mailing Services |  |   |
| Printing and Publications  |  |   |
| Supplies |  |   |
| Telephone |  |   |
| **Total Amount****Requested** | $ |  |
|  |
|  |  |  |
| **FOR OFFICE USE** |
| Date of Reimbursement |  |   |
| Check No. |  |   |
| Issued to |  |   |
| Expense Type | FUNDRAISING | MANAGEMENT & GENERAL | MEMBERSHIP | PROGRAMS |
|   |   |   |
|  |  |  |
| **Mail to:**  | **Vannessa Maravilla****AAJA Sacramento Chapter Treasurer****38 Kennelford Circle****Sacramento, CA 95823** |