|  |  |  |
| --- | --- | --- |
| **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** | |