

BAOC Expense Form

Reimbursement Request

EVENT LOCATION: _____ SUBMITTED BY: _____
Address: _____
EVENT DATE: _____ Phone: _____
DATE SUBMITTED: _____ Email: _____

EXPENSE DESCRIPTION (Receipts must be attached)	AMOUNT
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TOTAL: _____

CLUB REIMBURSEMENT POLICIES

Use Permit Fees over \$250 need prior approval of Event Coordinator. Map copying expenses need prior approval of the Mapping Director. Other meet expenses over \$50 per event need prior approval of the Event Coordinator. Non-meet expenses need approval of the President or the Board member responsible for that area. Approvals can be verbal, written, or E-mail. Expense reports should be submitted no more than 30 days after the event. Receipts must be attached for expense items of \$25 or more (it's an IRS thing). Expenses within these guidelines will be reimbursed within 30 days of submission. Contact the Treasurer with any questions regarding payments.

MAIL TO CLUB TREASURER:

Steve Beuerman
963F La Mesa Terrace
Sunnyvale, CA 94086
Phone: 408-739-9376
Treasurer@baoc.org

CONTACTS:

Nick Corsano, President
650-321-9713, President@baoc.org
Brad Wetmore, Event Coordinator
408-524-2723, EventCoordinator@baoc.org

APPROVED BY

DATE

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TREASURER: _____	_____
PRESIDENT: _____	_____