

# BAOC Expense Form

## Reimbursement Request

EVENT LOCATION: \_\_\_\_\_ SUBMITTED BY: \_\_\_\_\_  
Address: \_\_\_\_\_  
EVENT DATE: \_\_\_\_\_ Phone: \_\_\_\_\_  
DATE SUBMITTED: \_\_\_\_\_ Email: \_\_\_\_\_

EXPENSE DESCRIPTION (Receipts must be attached)	AMOUNT
-----	-----

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](mailto:Treasurer@baoc.org)

### CONTACTS:

Nick Corsano, President  
650-321-9713, [President@baoc.org](mailto:President@baoc.org)  
Brad Wetmore, Event Coordinator  
408-524-2723, [EventCoordinator@baoc.org](mailto:EventCoordinator@baoc.org)

APPROVED BY

DATE

-----	-----
TREASURER: _____	_____
PRESIDENT: _____	_____