

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:

Kelly Wells
1182 Park Grove Dr
Milpitas, CA 95035
Phone: 408-262-3457
Treasurer@baoc.org

CONTACTS:

Trinka Gillis, President
650-248-9595, President@baoc.org
Alex Finch, Event Coordinator
408-499-8069, EventCoordinator@baoc.org

APPROVED BY _____ DATE _____

TREASURER: _____

PRESIDENT: _____