

# 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 the 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:

**Sharon Evans**  
105 Bethany Way  
Scotts Valley, CA 95066

Phone: 831-439-9822  
[Treasurer@baoc.org](mailto:Treasurer@baoc.org)

### OTHER CONTACTS:

President: Steve Haas  
650-281-5280, [President@baoc.org](mailto:President@baoc.org)  
Event Coordinator: Deron Van Hoff  
415-566-7990, [EventCoordinator@baoc.org](mailto:EventCoordinator@baoc.org)  
Mapping Director: Bob Cooley  
925-462-3810, [Maps@baoc.org](mailto:Maps@baoc.org)

APPROVED BY

DATE

Treasurer: \_\_\_\_\_

President: \_\_\_\_\_