

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

OTHER CONTACTS:

President: Steve Haas
650-281-5280, President@baoc.org
Event Coordinator: George Minarik
510-525-1574, EventCoordinator@baoc.org
Mapping Director: Bob Cooley
925-462-3810, Maps@baoc.org

APPROVED BY

DATE

Treasurer: _____

President: _____
