

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

Map copying expenses need prior approval of the Mapping Director. **Refreshments** are limited to no more than \$1/participant. **Other event expenses over \$50** per event need prior approval of the Event Coordinator. **Non-event 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). (This form & receipts can be emailed to the Treasurer [PDF preferred; JPG, etc. okay].) Expenses within these guidelines will be reimbursed within 30 days of submission. Contact the Treasurer with any questions regarding payments.

MAIL TO CLUB TREASURER:

Gary Kragt
78 Robinhood Dr
Novato, CA 94945
Phone: 415-895-6039
Treasurer@baoc.org

Other Contacts:

President: Marie-Josée Parayre
925-516-7622, President@baoc.org
Events Coordinator: Graham Brew
EventCoordinator@baoc.org
Mapping Director: TBD
Maps@baoc.org

APPROVED BY DATE

Treasurer: _____

President: _____