

# BAOC Expense Form

## Reimbursement Request

EVENT LOCATION: \_\_\_\_\_ SUBMITTED BY: \_\_\_\_\_

Address: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_

Phone: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_

Email: \_\_\_\_\_

EXPENSE DESCRIPTION (Receipts must be attached)

AMOUNT

TOTAL: \_\_\_\_\_  
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### 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). 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: Marie-Josée Parayre

925-516-7622, [President@baoc.org](mailto:President@baoc.org)

Event Coordinator: Scott Aster

415-456-8118, [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: \_\_\_\_\_

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