

# 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

**Customary expenses over \$900 per event** and **non-customary expenses over \$100 per event** need prior approval of the Event Coordinator. Customary expenses include permitting and facility rental, map printing, and food and refreshments. **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 **all** expense items. (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 Kraght  
78 Robinhood Dr  
Novato, CA 94945

Phone: 415-895-6039  
[Treasurer@baoc.org](mailto:Treasurer@baoc.org)

#### Other Contacts:

President: Stephanie Maclean  
415-309-1853, [President@baoc.org](mailto:President@baoc.org)

Events Coordinator: Graham Brew  
[EventCoordinator@baoc.org](mailto:EventCoordinator@baoc.org)

Mapping Director: Matej Sebo  
[Maps@baoc.org](mailto:Maps@baoc.org)

APPROVED BY

DATE

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

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