Southeastern Massachusetts Chapter
Appalachian Mountain Club

Reimbursement Form

Name:		Email Address:			
Address:		Phone:			
Committee to be charged		Signature:		Approved:	
Date Submitted:					

Date	Description	Phone	Postage	Equipment Supplies	Copies Printing	Facility Rental	Food	Misc.	Gifts	Club Wide Meetings: Fees	Transportation: Mileage	Transportation: Cost @ .50 ½ Mile	Total

For Treasurer Use:	Check No.		Date:	

Total Reimbursement =	

Chapter Reimbursement Policy:
With Board pre-approval, members are allowed .50 ½ cents per mile who use their own car. Board members receive 100% reimbursement of Club-wide Meeting fees and .50 ½ cents per mile with the use of their own car.

Approval:
Submitter is responsible for obtaining approval. This may be a signed form, or an email forwarded to the Treasurer from the person responsible for the budget charged stating its approval.

Revised: April 11, 2007