

Sonoma County knitting Guild EXPENSE REIMBURSEMENT FORM

In order to allocate expenses to the correct cost center, we need to know not only how much you need to be reimbursed, but what specifically is being submitted for reimbursement. For example, if you had copies made of a flyer, you will need to specify what the flyers were for—the November retreat, the guild’s own flyer, etc. If you are getting more than one type of document photocopied, ask for separate receipts from the copy place if this will help you keep expense categories sorted out. If you need to use more space than is provided on one expense reimbursement form, please use a second form, rather than lumping cost centers together.

Please print clearly!

Your Name: _____

Address: _____ **City** _____ **ZIP** _____

Phone: _____ **Email:** _____

DATE	VENDOR NAME	DESCRIPTION	COST CENTER	AMOUNT <i>Incl Tax</i>
Total Reimbursement				\$ _____

Awards & Prizes

- County Fair Prizes
- Melva Ruhaak Lace
- Contests

Board Business

- Copying
- Corporate Filings
- Elections

Communications

- Advertising
- Brochures
- Business Cards
- Flyers
- Website Domain
- Website Host
- Voicemail

Community Education

- Advertising
- Give-away Supplies
- Insurance
- Venue Rental

Donations

- Local Charities
- Other Charities
- International Charities

Dues

- Associations

Retreats

- Advertising
- Copying
- Facility Fee
- Insurance
- Postage
- Speakers/Teachers
- Supplies

Knitouts

- Advertising
- Copying
- Facility Fee
- Insurance
- Postage
- Speakers/Teachers
- Supplies

Workshops

- Advertising
- Copying
- Facility Fee
- Insurance
- Postage
- Speakers/Teachers
- Supplies

Library

- Acquisition
- Maintenance

Membership

- Forms
- ID Cards
- Rosters
- Volunteer Appreciation

Meeting Room

- Rental
- Supplies

Newsletter

- Copying
- Envelopes
- Labels
- Postage
- Other Supplies

Post Office Box Rental

Scholarships

- Retreats
- Workshops
- Other

Sale Items

- Café Press

Supplies

- Meeting
- Office, Printer
- Office, Miscellaneous
- Stationery