



## Reimbursement Form AAUW Marin

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Amount of Expense: \_\_\_\_\_

Reason for Expense: \_\_\_\_\_

Budget Line to be charged (See below): \_\_\_\_\_

**Note: Please stay within budget approved by the board. Overages should have approval of the President.**

**All expenses MUST be submitted no later than the end (June 30) of the fiscal year in which incurred. All reimbursement forms must be accompanied by actual purchase receipts.**

Mail form and receipts promptly to the branch treasurer: Sue Torres, 256 Marinda Drive, Fairfax CA 94930

### Budget Lines:

**AAUW Funds** (include all costs of AAUW Funds campaign—e.g., solicitation gifts, letters of encouragement, paper printing and postage, but not program expenses related to holding the branch meeting kicking off the solicitation)

**AAUW Math and Science Awards** (include cost of certificates, lamination and mailings)

**Bank Charges** (for Treasurer use only)

**Conference, Convention, Meeting** (note, priority goes to convention expense for President Elect and/or President—all other expense must be first approved by the President)

**Dues Renewal Expense** (include printing of renewal form and other materials for dues renewal, membership applications, and any other brochures or documents used by Membership, and stamps)

**Fees** (for Treasurer use only)

**Insurance** (for Treasurer use only)

**Marketing and Advertising** (only expenses pre-approved by board)

**Online Communications Expense** (outsider vendor for online newsletter-MMM)

**Other Costs** (requires pre-approval from President)

**Paper Mailings** (paper, printing, and mailing costs associated with mailing the newsletter and roster)

**Postage-Misc** (only for postage expense not associated with specific programs or other budget lines)

**Program Expense** (indicate which program month; include food, beverages, room expense, honoraria, decorations, i.e., anything directly related to cost of a meeting including printing and mailing of invitations for December Holiday lunch mailing)

**Recognitions** (flowers for scholarship winners, 50 year members, named gift award, past pres. pin, etc.)

**Sponsorships** (Expenses associated with specifically authorized sponsorships)

**Supplies** (paper goods; name tags, paper, labels and envelopes, printing cartridges.)

**Note Scholarship Solicitation Expenses are submitted to the Scholarship Fund Board.**