



**Southeastern Massachusetts Chapter
Appalachian Mountain Club**

Reimbursement Form

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

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

For Treasurer Use:	Check No.		Date:		Total Reimbursement =	
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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.