



**Southeastern Massachusetts Chapter
Appalachian Mountain Club**

Reimbursement Form

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|--------------------------------|--|-----------------------|--|------------------|---------------------------|
| 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 | |
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| 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.