



**Southeastern Massachusetts Chapter
Appalachian Mountain Club**

Reimbursement Form

Name:		Email Address:										
Address:		Phone:										
Committee to be charged:		Signature:										
Date Submitted:		Approved:										
Club Wide Meetings												
Transportation												
Date	Description	Phone	Postage	Equipment Supplies	Copies Printing	Facility Rental	Food	Misc.	Gifts	Fees	Mileage @ .50 1/2 Mile	Cost Total
										Total Reimbursement =		
										Total Reimbursement =		
For Treasurer Use:										Check No.		Date:

Chapter Reimbursement Policy:

With Board pre-approval, members are allowed .50 1/2 cents per mile who use their own car. Board members receive 100% reimbursement of Club-wide Meeting fees and .50 1/2 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.