



**Southeastern Massachusetts Chapter  
Appalachian Mountain Club**

# Reimbursement Form

|                                |                |  |
|--------------------------------|----------------|--|
| <b>Name:</b>                   | Email Address: |  |
| <b>Address:</b>                | Phone:         |  |
| <b>Committee to be charged</b> | Signature:     |  |
| <b>Date Submitted:</b>         | Approved:      |  |

| Date                         | Description | Phone | Postage | Equipment Supplies | Copies Printing | Facility Rental | Food | Misc. | Gifts | Club Wide Meetings |                        |      |
|------------------------------|-------------|-------|---------|--------------------|-----------------|-----------------|------|-------|-------|--------------------|------------------------|------|
|                              |             |       |         |                    |                 |                 |      |       |       | Fees               | Transportation         |      |
|                              |             |       |         |                    |                 |                 |      |       |       |                    | Mileage @ .50 1/2 Mile | Cost |
|                              |             |       |         |                    |                 |                 |      |       |       |                    |                        |      |
|                              |             |       |         |                    |                 |                 |      |       |       |                    |                        |      |
|                              |             |       |         |                    |                 |                 |      |       |       |                    |                        |      |
|                              |             |       |         |                    |                 |                 |      |       |       |                    |                        |      |
|                              |             |       |         |                    |                 |                 |      |       |       |                    |                        |      |
|                              |             |       |         |                    |                 |                 |      |       |       |                    |                        |      |
|                              |             |       |         |                    |                 |                 |      |       |       |                    |                        |      |
|                              |             |       |         |                    |                 |                 |      |       |       |                    |                        |      |
|                              |             |       |         |                    |                 |                 |      |       |       |                    |                        |      |
| For Treasurer Use:           |             |       |         |                    |                 |                 |      |       |       | Check No.          | Date:                  |      |
| <b>Total Reimbursement =</b> |             |       |         |                    |                 |                 |      |       |       |                    |                        |      |

**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.