

20__ - 20__ Expense Reimbursement Form

NAWIC Chapter Name: _____ Chapter #: _____

All chapter members: when requesting reimbursement for expenses, you must use this form.

Please attach all invoices/receipts to this form.

Hand-deliver to the Chapter Treasurer or E-Mail to _____.

Chapter Member Name: _____

Committee/Title: _____

Date: _____

Make Check Payable To: _____

OPERATING EXPENSES:

Advertising (print, website, newsletter, marketing etc.) \$ _____

Meetings – Social \$ _____

Meetings – Guest Dinners \$ _____

Meetings – Industry Appreciation \$ _____

Professional Development & Education (PD&E) (speaker gifts) \$ _____

Membership Promotions – WIC Week \$ _____

Membership Promotions – Promotional Items \$ _____

President Expenses \$ _____

Fall Conference/Forum/AMEC \$ _____

Installation \$ _____

Membership Pins \$ _____

Plaques/Recognition \$ _____

NEF – Block Kids \$ _____

NEF – CAD \$ _____

NFSF – Scholarship \$ _____

Construction Industry Project \$ _____

Fundraiser – (general/flowers, etc.) \$ _____

Fundraiser – Raffles \$ _____

Fundraiser – Table Sales \$ _____

General Administrative (postage, cards, flowers, scrapbooking supplies, etc.) \$ _____

Description: _____

Misc. (Description: _____) \$ _____

Total Expenses Paid: ----- \$ _____

To be completed by the Treasurer:

Approved by: _____ Date: _____

Paid to: _____ Check #: _____