



**Instructions on Reimbursements and Petty Cash are as follows:**

Report must be submitted by the **15th** of the month with original receipts to the Treasurer. The Board will then review at the next Business meeting for approval. *Please remember to make a copy for your own records.*

Petty cash expense must be submitted with a cause of need, once supplies are purchased file the *Expense Reimbursement Form* and send receipts to the Treasurer.

**Conference**

purpose examples:

- Hotel
- Food
- Transportation
- Speakers
- Office supplies:
  - Paper
  - Folders
  - Hole puncher
- Hospitality room:
  - Food
  - Paper goods

**Seminar**

purpose examples:

- Location deposit
- Food
- Cleaning supplies
- Speakers
- Office supplies:
  - Paper
  - Folders
  - Hole puncher
  - Seals
  - Card stock
  - Mailing labels
  - Envelopes
  - postage

**Membership**

purpose examples:

- Newsletter:
  - Printing hardcopies
  - Postage
  - Stickers
- Office supplies:
  - Staples
- Copier/Printer:
  - Paper
  - Ink/toner
  - Hardware
  - Software
  - Repairs
- Member packers:
  - Envelopes
  - postage
  - Card stock
  - Business cards
  - Seals

**Vice President**

purpose examples:

- Area Reps
- Binders
- Paper