Name: Officer Position: or Support Staff:

Mail Reimbursement to Address: City: State: Zip:

Expense Period: (Date from): (Date to): Date Submitted:

Please Include

ALL Receipts

Make a copy of this form and your receipts for your personal records.

 ***Mail Originals to:***

Vicki Kubal

Kiwi Club National

Treasurer 2020-2022

7s201 Berry Court

Naperville, IL 60540

 562.233.1939

KiwiNationalTreasurer@gmail.com

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CHARGE EXPENSES TO:** | **OPERATIONAL FUND** | **BOARD MEETING** | **CONVENTION YEAR:**  | **TOTAL** |
| **Computer Expense** |  |  |  |  |
| **Recruitment** |  |  |  |  |
| **Postage** |  |  |  |  |
| **Office Supplies** |  |  |  |  |
| **Office Supplies** |  |  |  |  |
| **Printing / Copying** |  |  |  |  |
| **Postage / Shipping** |  |  |  |  |
| **Travel** |  |  |  |  |
| **Airfare** |  |  |  |  |
| **Hotel** |  |  |  |  |
| **Registration** |  |  |  |  |
| **Per Diem** |  |  |  |  |
| **Baggage Fee** |  |  |  |  |
| **Shuttle / Parking** |  |  |  |  |
| **Miscellaneous (Gifts, Flowers, Etc)** |  |  |  |  |
| ***Grand Totals*** |  |  |  |  |

 **PLEASE INCLUDE ALL RECEIPTS**

Approved: Kiwi National President Date:

Paid by Treasurer: Kiwi National Treasurer Date: Check No.:

Revision: KEF MJE 6/2020