



WAPI'S Expense Reimbursement Form

(Approved by Gov Body meeting on 6/23/02)

Rules for Reimbursement:

- 1. Only expenses incurred by officers/executive members for the sole purpose of WAPI are eligible for reimbursement from treasurer.
2. Expenses must be itemized on this approved form. Please attach the receipts as well.
3. Read the statement below before you sign it and forward it to treasurer. If the itemized total for any one submitter exceeds \$250.00, then it must be presented to president or the next executive meeting for the approval of reimbursement.
4. Once the approved form is received by the treasurer, he/she should mail the check to the submitter within three weeks.
5. Submitter should keep a copy of expenses submitted for his/her protection in case of unexpected loss of submitted expenses.

Table with 5 columns: Date of Expense, Purchase details/description, Purchased from, \$ Amount, Reviewer's Comments/Approval. Includes a Total Amt = row at the bottom.

Please forward this form to President if itemized total exceeds \$250.00; otherwise forward the form to treasurer.

I, undersigned state that foregoing is an itemized list of expenses truly incurred by me while conducting the business matters for the WAPI.

Submitter's

Form fields for Submitter's Name & Title, Signature, and Date.

Approved by:

Form fields for Approved by Name & Title, Signature, and Date.

Date Received by

Form fields for Date Received by Name & Title, Signature, Date, WAPI Check #, and Check date.