

Committee Chairs only may authorize Reimbursements

Payment Method

Date Paid

Name:

Committee:

Paid To:

Brief Description:

Category	Expense Description	Mileage	Rate	Enter cost
Travel to Assembly/Committee/Mini-Conference			.50	
Travel - Other			.50	
CARC mtg expenses				
Copies/Printing/Office Supplies				
Event Expenses				
Food costs				
Hardware/Software				
Hosting supplies				
Interpretation/translation				
Literature Purchases				
Mailing/Postage				
Meeting Room Rental				
Other- Committee Expenses				
Other- Non-Committee Expenses				
Tolls & Parking				
Workshops				
TOTAL EXPENSES				

Signature _____ **Date** _____

Approval	Date
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