

<<< CCAA GENERAL REIMBURSEMENT REQUEST FORM >>> date: _____

name: _____ position: _____

address: _____ phone: () _____

city: _____ state : _____ zip: _____

CCAA Service Position

____ CCAA Standing/Ad Hoc Committee Chair, Committee

____ Other (specify)

----- EXPENDITURE REPORT -----

	Type-of-expenditure *	Purpose-of-expenditure **	Amount
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____
9	_____	_____	_____
10	_____	_____	_____

TOTAL GENERAL REIMBURSEMENT \$ _____

signature: _____

examples: * Copies; stamps; food for Assembly - attach invoice or receipt.

Mileage - attach mileage reimbursement request form

Telephone - attach bill and indicate person. called- and subject.

** Secretary 's expense - PI-Committee – books for-Public Libraries;

Finance Committee - off month meeting rent, etc.

For CCAA Treasurer

Approved by: _____ date _____ Check # _____

2nd signature: _____ date _____