

Expense & Reimbursement Report

<p>1. All expenses must be approved by a Board Member before reimbursement. All expenses over \$50 must be approved by the SDAG Board of Directors.</p> <p>2. For approved reimbursement expenses either:</p> <p>A. print out and fill in this form and submit with receipts, or;</p> <p>B. fill in online by clicking the download icon at the top of the form and it will open up fillable. Then print it and either scan or take a picture of it.</p>	<p>3. Submit in any of the following ways.</p> <p>A. Hard copies of form and receipts can be placed in The Treasurer's folder in office in first file cabinet top drawer.</p> <p>B. Email pictures or scans of form and receipts to treasurer@sandieguitoartguild.com</p> <p>C. Snail mail to: San Dieguito Art Guild, Attention: Treasurer 937 South Coast Highway 101, Suite C103 Encinitas, Ca 92024</p>
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Member's Name:	Date:
Member's Signature:	
Board Approved Signature:	Date:

DATE (MM/DD/YY)	ITEM OR SERVICE	PURPOSE (In Detail)	VENDOR (Attach all receipts)	NET AMOUNT

<p>Notes to the Treasurer:</p> <div style="border: 1px solid black; height: 150px; width: 100%; margin-top: 10px;"></div>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #e0e0e0;"><td style="padding: 5px;">Net Amount</td><td style="width: 50px;"> </td></tr> <tr style="background-color: #e0e0e0;"><td style="padding: 5px;"><Advance></td><td> </td></tr> <tr style="background-color: #e0e0e0;"><td style="padding: 5px;">DUE MEMBER</td><td> </td></tr> </table>	Net Amount		<Advance>		DUE MEMBER	
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