**Reimbursable Expenditures for the Inter-Regional Society**

For IRSJA and IRS purposes, receipts must be attached before reimbursement can be made.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_

Expenses for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Committee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Travel**:

Airfare: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hotel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Shuttle: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other (Specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Travel expenses**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Office**:

Phone: \_\_\_\_\_\_\_\_\_

Office supplies: \_\_\_\_\_\_\_\_\_

Copying, Printing: \_\_\_\_\_\_\_\_\_

Postage: \_\_\_\_\_\_\_\_\_

**Total Office expenses:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Other expenses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total All Expenses** **(Travel, Office, & Other):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please staple receipts to the back of the form. We have to have these for our taxes.***

**Send to:**

**Puddi Kullberg**

**1301 South 8th Street #300**

**Colorado Springs**

**CO 80905**

**Or scan form and receipts and email to**

**puddi.kullberg@gmail.com**

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For Treasurer’s Use

Reimbursement applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount reimbursed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for discrepancy:

Check no.: \_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_