



Expense Reimbursement Form

Name: _____

Date: _____

Reason for Expense: _____

Itemized Expenses

DATE	DESCRIPTION OF EXPENSE	BUDGET ACCOUNT	COST

TOTAL REIMBURSEMENT \$ _____ -

Don't forget to attach receipts!

I certify that these expenses represent money spent for legitimate association business.

Signature _____ Date _____

Approval _____ Date _____

Check Number _____ Date Paid _____

BUDGET ACCOUNT LISTING

Membership	Continuing Education	SHRM Foundation	Administration
Membership Drive Expense	SHRM Core Leadership Conference	Cash Donation	Office Supplies
Name Badge Expense	SHRM Leadership Conference	Basket	Printing Expense
COSHRM Member support	SHRM National Conference	Best Companies Basket	NonProfit Registration Fee
Promotional Items	Conference Scholarship - Board		Misc - Flowers
Membership Expense	Conference Scholarship - Member	Board/Leadership	HR POY
Membership Committee Expenses	COSHRM Leadership Conference	Board Retreats	Professional Photos
	COSHRM State Conference	President Activities	
		Special Board Program	Marketing Services
Program Expense		Board Meetings	COSHRM Conf. Booth
Speaker Gifts	Communications	Board Member Gifts - Outgoing	Print Advertising
Speaker Fees/Expenses	Website Maint & Software	Name Badges - Board	Committee Expense
Spring Conference Expense	Domain Name Registration	Board Member Recognition	
Fall Conference Expense	Credit/Debit Card Expense		Certification
Program Committee Expenses	Web Training	Student Chapter Activities	SHRM Learning Systems
PDG Speaker Fees/Expenses	Website Committee Expenses	Scholarships	Recognition Items-bags
PDG Meeting Expenses		Student Games support	Certification Scholarships
	Professional Activities	SHRM Dues - Student Advisor	Class Expenses / Prizes
Workforce Readiness	Legislative - Ateam		
Community Outreach	Chamber Membership		