



Asian American
Journalists Association
Sacramento Chapter



**REIMBURSEMENT
REQUEST**

Requested By:

Reason for Expense:

Please submit request within 60 days of expenditures. Reimbursement requests must be accompanied by documentation. Use tape to attach receipts to a standard sheet of paper.

Category	Amount	Describe Expense
Catering and Food		
Conferences and Conventions		
Consulting		
Donations		
Entertainment		
Equipment Rental		
Facilities Rental		
Insurance		
Postage and Mailing Services		
Printing and Publications		
Supplies		
Telephone		
Transportation		
Total Amount Requested	\$	

FOR OFFICE USE	
Date of Reimbursement	
Check No.	
Issued to	
Expense Type	FUNDRAISING MANAGEMENT & GENERAL MEMBERSHIP PROGRAMS

**Mail to: Vanessa Maravilla
AAJA Sacramento Chapter Treasurer
38 Kennelford Circle
Sacramento, CA 95823**