

EGA Great Lakes Region Reimbursement Request/Income Reporting

Submitted by: Name			
Address			
Telephone		Email address	
If different than above, make check payable to:			
Category (use abbrevs listed below)	Purpose of Expense/Income	Amount (attach receipts)	
		TOTAL:	

Categories: *Use these abbrevs!*

ADM: Administration – includes *routine* expenses such as postage, copying, etc.

COS: Cost of Sales – includes shipping and cost of items sold **not** at a fund raising event

EE: Educational Events-- includes hospitality costs, course registration fees, advertising, teacher's fees, etc.

FRE: Fund Raising Events – includes any related expenses/income

NEW: Newsletter – includes production costs, postage, subscriptions, etc.

OEX: Officer's Expenses – *list office* – includes reimbursement for travel for Officers and representatives

SAL: Sales

OTH: Other – any category not listed above – please include an explanation

Use an additional sheet of paper if needed.

Mail completed form to current GLR Treasurer

Questions? Email current GLR Treasurer

For Treasurer's Use Only:

Check number _____ Date _____ Amount _____
