

Check if amount is to be donated to CMC-North

Revised 2/4/2012
California Mathematics Council
Northern Section
Reimbursement Form

Ck number _____
Date sent _____
Amount _____

Personal Information – readable please

Name: _____
Address: _____
City: _____ State: _____ ZIP: _____
Phone: _____ Email: _____

Committee/affiliate: _____ Activity: _____

Date(s) of Activity: _____

<u>Transportation</u>	
Car Rental _____	Airplane _____
Parking/Tolls _____	Taxi _____
Other Travel Costs (w/receipts) \$ _____ Explain _____	
Mileage: Total Miles Driven: _____ (50¢/mile) \$ _____	
From (city) _____ to (city) _____	
Round trip? [] Yes [] No	License Plate _____
Subtotal Travel _____	

Be sure to sign the form.

<u>Meals and Lodging: Participants only</u>		
Meals _____		
Lodging cost/night _____	# of Nights _____	Lodging Total _____
Subtotal Meals and Lodging _____		

Please circle amounts on receipt that is to be claimed.

<u>Other Expenses</u>	
Phone _____	Postage _____
Supplies _____	Miscellaneous _____
Subtotal Other _____	

Mail to:

Chris Tsuji
CMC-N Treasurer
670 Choctaw Drive
San Jose, CA 95123

Questions: ctsuji@cheerful.com

CMC will only reimburse CMC members

Please remember to attach receipts for all claims. **No receipts, no \$\$.**

Please enclose a stamped, self-addressed envelope.

Total reimbursement claimed: _____

Signature: _____

Date: _____

Receipts for Expenses Requirements

You may claim travel, lodging, supplies, and copying expenses as long as itemized receipts are submitted for **CMC-North members only**.

Receipts and **proof of payment**, in **members' name** are required for all expenses claimed.

All receipts should indicate what was obtained/services rendered, name of company/store, date.
CONFIRMATION RECEIPTS AND CREDIT CARD RECEIPTS ARE NOT ACCEPTABLE.

Credit Card

Receipts for expenses for lodging, transportation paid by credit card must show services rendered, your name, the completed transaction (showing a 0 balance), the business name, dates service rendered, the credit card type and the last 4 digits of the credit card number. The total amount paid must be **circled**.

Other receipts for expenses paid by credit card must indicate what was obtained, date expenses made, show your name, show 'Paid by Credit Card', or you may record 'Paid by Credit Card' on the receipt, and initial it, the business name, the credit card type and the last 4 digits of the credit card number. The total amount paid must be **circled**.

Personal Check

Receipts for expenses paid by personal check must indicate what was obtained, show 'Paid by Check,' or you may record "Paid by Check" and the check number on the receipt, and initial it. The business name must be on the receipt and date expense occurred, or you may record the business name and date expenses made, and initial it. The total amount paid must be **circled**.

Cash

Receipts for expenses paid by cash must indicate what was obtained, show 'Paid in Cash' or you may record "Paid in Cash" on the receipt and initial it. The business name and date expense made must be on the receipt or you may record the business name, and date and initial it. The total amount paid must be **circled**.

Any expense that does not follow the above will not be reimbursed.

Please attach receipts behind this sheet.