



ARBUTUS FOLK SCHOOL
A SCHOOL FOR NORTHWEST CRAFTS

Expense Report
Reimbursement & Expenditure Request

Expenses are only reimbursed when accompanied by this Expense Report and receipts. The Expense Report, which shall be submitted within 60 days of incurring the expense, must include:

- The valid signature of an AFS Executive Committee member dated prior to incurring the expense.
- The name and affiliation of all people for whom expenses are claimed (i.e., people on whom money is spent in order to conduct AFS's business).
- An itemized list of all expenses for which reimbursement is requested.
- Required prior approval by the treasurer or president for expenditures over \$50

Receipts are required for all expenditures billed directly to AFS, such as materials or supplies. No expense in excess of \$25.00 will be reimbursed to Personnel unless the individual requesting reimbursement submits with the Expense Report written receipts from each vendor (not a credit card receipt or statement) showing the vendor's name, a description of the services and/or product provided (if not otherwise obvious), the date, and the total expenses.

Reimbursement will be made within 30 days of receiving a complete reimbursement request.

Today's Date _____ (Must be submitted within 60 days of expense)

Purpose _____

Itemize Expenditures Below

Item Description	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total:	\$

Receipts are required for reimbursement. Please attach to form.

Make check payable to: _____

Mailing address: _____

Telephone: _____ Email: _____

Approved by: _____ Approval date _____
(Executive Committee Member Signature Required)

For Office Use Only Below This Line

Check number: _____ Date: _____

Notes: