



# Expense Reimbursement

Name   
 Address   
 Team

Expense Period

Business Purpose:

Expenses (See instructions below)

DATE	DESCRIPTION	CATEGORY	TEAM	COST
SUBTOTAL				

Attach Receipts to an 8x10 sheet of paper!

**Member Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Treasurer Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Instructions:  
 Fill in your name and address (where check will be sent), select the Team you worked with from dropdown list.  
 Select the current month  
 Business Purpose - explain the reason for the purchase, ie BASCO Fundraiser Food Supplies.  
 If you have multiple receipts all for the same category and team you can total them on one row, otherwise list each one separately. Date = month of purchase Description = Store name and type of purchase (i.e New Seasons - Food)  
 Category and Team choose from Dropdown list.  
 Enter the cost from your receipt, circle each item on receipt and write in total and circle total.  
 Once completed, attach receipts to an 8x10 sheet of paper, so they are organized and neat.  
 Sign and date, if using electronic form typing your name is fine.  
**Submit report to Treasurer at an event, or scan and email to Treasurer@Portlandia.org or mail to: Portlandia Club, Inc. 6663 SW Beaverton-Hillsdale Hwy #135, Portland, OR 97225**

**** Choose Category ****
Awards/Gifts
Badges
Business Cards
Event Catering Costs
Event Supplies
Meals & Food Supplies
Parking
Postage
Supplies
*Other- Enter in purpose

**** Choose from dropdown****
After Hours
AH Fundraiser
Annual Bottle Party
Award
Beach Retreat
Bridge to the Future
DFS
Events & Workshops
Finance & OPS
Lunch Program
Lunch Raffles
Membership
Mentor Team
Scholarships/Grants
Silent Auction
Trip Raffle