APHON Local Chapter Special Meeting Expense Report Form

Chapters are eligible to receive a maximum $75 reimbursement for expenses related to hosting a chapter meeting during the month of May to promote voting in the APHON National election.

This form must be typed. Hand written forms will not be accepted.

Chapter Name _____ Date of Request_____

Person Completing Form _____

Address to Send Reimbursement_____

City, State Zip _____

Phone _____

	Date	Date	Date	Date	Date	Date	Date	
EXPENSE								**TOTAL**
1. Meeting Space								
2. Meals								
3. Printing								
4. Postage								
5. Telephone/Internet								
6. Photocopies/Printing								
7. Miscellaneous (specify)								
TOTAL								

Miscellaneous explanation:

- All requests for reimbursement must be reported on an Expense Report and submitted to the APHON office within 30 days of the chapter meeting.
- Receipts must be attached to Expense Report. In lieu of receipts for expenditures under $20, an explanatory note must be attached. Unverified expenditures will be deducted from total reimbursement.

These expenses were incurred by the chapter in fulfilling my official, delegated APHON duties. Personal expenses have been excluded.

Signature _____

Send to: APHON Headquarters Attn: Chapter Liaison
aphon-ap@connect2amc.com *(perferred)*
8735 W Higgins Rd, Ste 300
Chicago, IL 60631

For office use only