

NHOS Expense Documentation Form

(Revised 11/12/08)

Please use this form to document all expenses. This form should be used either to request an expense reimbursement or to document an expense that will be billed directly to the Society. Multiple expenses for a single purpose should be submitted together, however, please use separate forms for expenses for separate purposes.

Travel and Expense reports for members and/or speakers must use the form titled "Expense Report NHOS"

Please supply the following information.

Submitter Name (person or business): _____ Date of Expense: _____

Address (if the check is to be mailed):

Who should receive the check if not the submitter?

Name: _____

Address (if the check is to be mailed)

Project/Activity Expense is for: _____ Budget Category: _____

Item(s) of like nature or service provided. Please provide a brief justification.

Immediate reimbursement requested?

or, will the society be billed?

TOTAL EXPENSES _____

Please list all expenses individually and their respective cost. Then, total the expenses. Please attach clear receipts to this form.

.....Internal Use Only Below This Line.....

Reviewed by:

Approved/ Disapproved

Date: