

 **New Hampshire Orchid Society**

 **Expense Form\***

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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|  **Date** | **Description & purpose of expense** | **Mileage: purpose of expense (from/to/total mileage for date)**  |  **Total** | **Pre-Approved** |  R**eceipt** |
| 1/2/2003 | 4 reams of paper for 2003 Show & Sale  | n/a | 19.99 |  | yes |
| 1/3/2003 | Mileage for set-up for MOS Annual Show | From Hollis to Winchester, Mass and return. 100 miles roundtrip x .57=$57.00 MOS set-up | $ 57.00 |  | no |
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**\* Consult NHOS Expense Reimbursement policy. Requests can be denied by Treasurer for cause.**

 **Adopted: 6/30/2022 SCU**