



**SOROPTIMIST®**  
Investing in Dreams

**Soroptimist International of the Americas**  
**SOROPTIMIST INTERNATIONAL OF BOISE**  
**EXPENSE REIMBURSEMENT STATEMENT**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Officer or Committee:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

<b>Date</b>	<b>Description</b>	<b>Purpose = Conference/ Meeting/Official Visit/etc.</b>	<b>Amount</b>
	Transportation: Airfare		\$
	Transportation: Gas (Mileage)		\$
	Meals: Breakfast		\$
	Meals: Lunch		\$
	Meals: Dinner		\$
	Lodging		\$
	Duplicating/Copying		\$
	Postage		\$
	Telephone		\$
	Supplies (itemize)		\$
			\$
			\$
	Other (itemize)		\$
			\$
			\$
			\$
			\$
			\$
			\$
	<b>GRAND TOTAL</b>		<b>\$</b>

**NOTE:**

- All receipts must be submitted with 30 days of event to be reimbursed.
- Attach original receipts for all expenses (copies of phone bills are okay)
- Make a copy for your records of receipts and Expense form submitted
- Sign and date form and send with receipts to SI Boise Treasurer
- Questions?
- E-mail: [siboise@soroptimist.net](mailto:siboise@soroptimist.net)

**Send original to:**  
SI Boise Treasurer  
PO Box 8885  
Boise, ID 83707-2885

**Signed:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

**Date Paid:** \_\_\_\_\_ **Check No.:** \_\_\_\_\_

**By:** \_\_\_\_\_, Club Treasurer