EXPENSE REIMBURSEMENT FORM

PENINSULA ART LEAGUE

Name _____

Address _____

Phone _____ Email _____

Please list amount to be reimbursed and expense category ***(see category list on page two)****. Also list the PAL event to which the expense relates (meeting, workshop, festival, regional show, members' show, etc.).*
Receipts are required for reimbursement.

Expense	**Event**	**Category**
Example: $10	*Festival*	*Postage*

Total reimbursement due: $_____

Member's name (printed)_____

(signature) _____

(Office use only) Check # paid by PAL Treasurer _____ Date _____

Mail this form ***with receipts attached*** to:

PAL Treasurer
PO Box 1422
Gig Harbor, WA 98335

See page two for category list.

Category List for Expense Reimbursements and Income Reports
From Treasurer Randy Robbins – Feb. 2016

Annual Party
…Room Rental
…Supplies

Festival
...Banner
…Booth Sitters
…Copies
…Dumpster
…Entertainment
…Insurance
…Labor
…Permit
…Postage
…Poster Awards
…Printing
…Publicity
…Refreshments
…Rental Furniture & Stage
…SaniCans
…Security
…Shuttle
…ZAPP

Member Show
…Awards
…Juror
…Reception
…Supplies
…Venue

Membership
…Copies
…Printing
…Supplies

Newsletter
…Postage
…Printing

Open Show
…Awards
…Juror
…Online Juried Shows
…Postage
…Printing
…Publicity
…Reception
…Supplies

Operations
…Bonding
…Copies
…Dues
…Insurance
…Meeting Room
…Officers' Luncheon
…PO Box
…Sales Tax
…Storage
…Supplies
…Tax Prep

Program

Scholarships
…High School
…PAL Members

Video Library

Website
…Domain/Host
…Maintenance / Updates

Workshops
…Instructor
…Publicity
…Refreshments
…Supplies
…Venue