International Association of Administrative Professionals®
Madison Chapter

Making The Leap To REMARKABLE

Madison Chapter IAAP® 2011-2012 Expense Form

Instructions

1. Complete "Make Check Payable To."
2. Fill in amount next to account to be charged. (If account is not shown, use available blank.)
3. Complete "Explanation of Invoice/Expense."
4. Obtain signature of Committee Chair.
5. Attach receipts. If receipts show charges not to be reimbursed, clearly highlight reimbursable charges and total to be reimbursed on each receipt.
6. Mail completed expense form with receipts/invoice so that it will be received by Treasurer no later than Monday prior to Chapter Meeting (3rd Thursday of month).

Send to:

Sara Ranney, CPS/CAP, Treasurer
504 Oak Park Drive
Barneveld, WI 53507

Make check payable to:
(Include complete mailing address.)

_____

_____

_____

_____

Explanation of Invoice/Expense: _____

_____

_____

_____

_____

_____

_____

_____
Committee Chair/Chapter Officer Signature

_____
Date

_____
Alternate Chapter Officer Signature*
(Required if request is for self)

Account Name	Amount
Alternate	
Bylaws & Standing Rules	
Communication	
Delegate	
Dinner Fund	
Education & Prof. Development	
Membership	
Nut Sale	
Operating	
Resource Development	
Training Allowance	
TOTAL AMOUNT	

To Be Completed by Treasurer

Check Number: _____

Check Amount: $_____

Date Issued: _____

Date Approved: _____