



The American Judo & Jujitsu Federation, Inc.

EXPENSE RECORD OF PURCHASES and REQUEST FOR REIMBURSEMENT



Name: _____ Date: _____

Mailing Address: _____
STREET CITY STATE ZIP

E-Mail: _____ Phone: _____
()
AREA CODE

To AJJF Treasurer / Manager of Finance:

"I have incurred the expenses listed below in connection with AJJF business. Please send the reimbursement to me at the address above."

Signature: _____

Date of Expense	Expense Description	Reason for Expense	Budget Category	Budget Subcategory	Amount Spent
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
Total Expenses to be Reimbursed					\$

REIMBURSEMENT CANNOT BE MADE UNLESS RECEIPTS ARE ATTACHED FOR ALL EXPENSES AND ALL INFORMATION IS LEGIBLE

Budget Category: Subcategory:
 REGION HI
 NW
 RK
 SW
 MW
 NE
 SE
 RGN Travel Prog
 RGN Travel Mgmt

Budget Category: Subcategory:
 EVENTS Awards Committee
 Contest Office Supplies
 Exam Travel
 Exam Meals
 Exam Certificates
 Exam Office Supplies

Budget Category: Subcategory:
 BOP Travel
 Meals
 OPSCOM Office Supplies
 Phone Mgmt
 Travel Mgmt



The American Judo & Jujitsu Federation, Inc.



EXPENSE RECORD OF TRANSPORTATION and REQUEST FOR REIMBURSEMENT

Name: _____ Date: _____

Mailing Address: _____
STREET CITY STATE ZIP

E-Mail: _____ Phone: (____) _____
AREA CODE

To AJJF Treasurer / Manager of Finance:

"I have incurred the expenses listed below in connection with AJJF business. Please send the reimbursement to me at the address above."

Signature: _____

Date of Travel	Travel Starting Point and Destination	Reason for Travel	Budget Category	Budget Subcategory	Parking/Toll Costs	Mileage Round Trip
					\$	
					\$	
					\$	
					\$	
					\$	
					Parking/Toll Total:	Total Miles:
					\$	
					Mileage Cost = Total Miles X \$0.40	\$
					Total Expenses to be Reimbursed (Add Mileage Cost plus Parking/Toll Total)	\$

REIMBURSEMENT CANNOT BE MADE UNLESS RECEIPTS ARE ATTACHED FOR ALL EXPENSES AND ALL INFORMATION IS LEGIBLE

- Budget Category: Subcategory:**
- REGION HI
 - NW
 - RK
 - SW
 - MW
 - NE
 - SE
 - RGN Travel Prog
 - RGN Travel Mgmt

- Budget Category: Subcategory:**
- EVENTS Awards Committee
 - Contest Office Supplies
 - Exam Travel
 - Exam Meals
 - Exam Certificates
 - Exam Office Supplies

- Budget Category: Subcategory:**
- BOP Travel
 - Meals
 - OPSCOM Office Supplies
 - Phone Mgmt
 - Travel Mgmt



The American Judo & Jujitsu Federation, Inc.



EXPENSE RECORD OF LONG DISTANCE CALLS and REQUEST FOR REIMBURSEMENT

Name: _____ Date: _____

Mailing Address: _____
STREET CITY STATE ZIP

E-Mail: _____ Phone: (____) _____
AREA CODE

To AJJF Treasurer / Manager of Finance:

"I have incurred the expenses listed below in connection with AJJF business. Please send the reimbursement to me at the address above."

Signature: _____

Date of Call	Person Called	Purpose for Call	Number Called (with Area Code)	Budget Category	Budget Subcategory	Call Length (Minutes)	Call Cost
							\$
							\$
							\$
							\$
							\$
							\$
							\$
Total to be Reimbursed							\$

REIMBURSEMENT CANNOT BE MADE UNLESS RECEIPTS ARE ATTACHED FOR ALL EXPENSES AND ALL INFORMATION IS LEGIBLE

Budget Category: Subcategory:
 REGION HI
 NW
 RK
 SW
 MW
 NE
 SE
 RGN Travel Prog
 RGN Travel Mgmt

Budget Category: Subcategory:
 EVENTS Awards Committee
 Contest Office Supplies
 Exam Travel
 Exam Meals
 Exam Certificates
 Exam Office Supplies

Budget Category: Subcategory:
 BOP Travel
 Meals
 OPSCOM Office Supplies
 Phone Mgmt
 Travel Mgmt