

Bahá'í Center Treasury Event Expense Form

Please return signed form and receipts to the Treasurer

Date: _____ **Event/Purpose Description:** _____

Details for Expense: _____

Amount: \$ _____

Please print clearly:

Full Name: _____

Street Address: _____

City: _____ **St** _____ **Zip:** _____

Phone: _____

Email: _____

Please attach Receipts to this form. If no receipt available provide explanation below:

Total Receipt Submitted: \$ _____

**Less amount to be treated as
contributed expense: \$** _____ A contributed expense receipt will be issued by the Treasury

Total to be Reimbursed: \$ \$ -

Recipient's Signature: _____ **Date:** _____

Expense approved by:

Approved by:

Committee Name

Center Treasurer Signature
Tel: 703-444-0019 x4

Please note that no reimbursement will be made unless authorized by the appropriate committee and after approval by the Treasury. A completed Expense Report Form must be submitted for each event.