Appalachian Mountain Club
Delaware Valley Chapter

Send to: Chapter Treasurer
Joseph Nanfara
5 Pegg Road
Flemington, NJ, 08822 (email treasurer@amcdv.org)

Expense Reimbursement Request

Payable to: _____ **Receipts Attached?** **Submitted By:** _____

Mail to: _____ **Yes** **No**

_____ **Approved By[1]:** _____

Total: _____

Details

				Treasurer's Use only	
Description	**Date**	**Miles***	**Amount**	**Account/Category Number**	**Class/Chair**

Check Number: _____
Date: _____

*Travel mileage is reimbursed at a rate of 50 cents per mile

[1] Responsible Committee Chair approves expenses incurred by committee members. A Chair cannot self-approve for expenses directly incurred and submitted for payment. For this situation leave the approver line blank and submit the form to the Treasurer who will manage the approval.