

Reconciliation of Expense (Cash, Charge or Check)

Treasurer's Use: Date _____ Charge Amount _____ Statement Date _____ Check Amount _____ Check Number _____

Submitter's Name _____ Date _____ Mailing address: _____

Signature _____ Amount

Section Charge	Personal Charge	Personal Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

 Expense Description**Administrative Expense**

\$ -

001.5101 Printing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
001.5210 Technical Literature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
001.5294 Promotional Give Aways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
001.5360 Committee Expense	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
001.5405 Postage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
001.5511 Bank Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
001.5551 Speaker-Instructor Fee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
001.5573 Advertising & Publicity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
001.5580 Course-Education-Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
001.5660 Equipment Purchases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
001.5803 Dinners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
001.5807 Meeting Rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
001.6030 Office Supplies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
001.6065 Labels - Lists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
001.6120 Telephone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
001.6192 Telefax	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
001.6311 Awards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
001.6327 Scholarships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
001.6328 Donations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
001.6995 Miscellaneous	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Newsletter Expense

\$ -

002.5101 Printing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
002.5360 Newsletter Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
002.5405 Postage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
002.5571 Mail Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
002.5901 Transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
002.6030 Office Supplies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
002.6065 Labels-Lists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
002.6995 Miscellaneous (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Conference Expense

\$ -

003.5101 Printing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
003.5183 Tickets, Badges, Ribbon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
003.5405 Postage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
003.5551 Speakers-Instructors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
003.5571 Mail Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
003.5573 Advertising & Pub - Exhibits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
003.5660 Equipment Purchases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
003.5675 Rental - A-V	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
003.5807 Meeting Rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
003.5809 Breaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
003.5901 Transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
003.5902 Lodging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
003.5903 Meals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
003.6030 Registration Supplies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
003.6065 Label-Lists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
003.6120 Telephone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
003.6192 Telefax	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
003.6230 Joint Venture Partner Payments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
003.6301 Association Dues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
003.6995 Miscellaneous (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Course Expense

\$ -

004.5101 Printing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
004.5183 Tickets, Badges, Ribbon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
004.5210 Books or Manuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
004.5294 Promotional Give Aways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
004.5405 Postage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
004.5551 Instructors-Instructors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
004.5573 Advertising & Publicity - Exhibitions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
004.5660 Purchases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
004.5675 Rental - A-V	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
004.5807 Meeting Rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
004.5809 Breaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
004.6030 Registration Supplies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
004.6065 Labels-Lists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
004.6995 Miscellaneous (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Uncategorized Expenses (explain)

Explanation of Miscellaneous expenses / Description of overall expense _____

Board Member sponsoring activity (not receiving payment/incurred expense)

Costs incurred:

Authorizing Officer: Name _____ Signature _____ Position _____ Date _____