



Howard University Alumni Club of
Westchester and Rockland

Expense Report

Please complete form fully and attach all Expense Reimbursement Forms and receipts related to the activity. Please submit one Expense Report per activity. Obtain approval signatures from the President and the Committee, Event or Program Chair. Please submit the completed form and receipts to the Treasurer.

Please Note:

1. When purchasing goods or services, please mention that the HUACWR has 501(c)(3) not-for-profit status and thus is not subject to sales tax. You may obtain tax identification number information from the Treasurer, as needed.
2. All Expense Reports for expenses incurred in one fiscal year must be submitted in the same fiscal year.
3. Expenses in excess of \$500 are subject to Executive Committee approval.

Committee, Event or Program Chair Information

Name: _____ Date: _____

Notes: _____

Address: _____

Phone: _____ E-mail: _____

List of Expenses

<u>Date</u>	<u>Expense Description</u>	<u>Committee/ Activity</u>	<u>Amount</u>
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
Total Expenses:			\$ _____

Approval Signatures

Signature of Committee, Event or Program Chair _____ Date _____

Signature of President _____ Date _____

Treasurer's Signature

Signature of Treasurer: _____ Date: _____