

Reimbursement Request & Deposit Form

Funds requested from, money remitted to, and in-kind donations to Business and Professional Women/VT Inc. must be accompanied by this form. Invoices or receipts must accompany all requests for reimbursement. **All requests must be in submitted within 30 days of event or program, or by June 30th to Michelle Thibault-Hatch at thibaultm@comcast.net or 304 Musket Circle, Milton, VT 05468.** Please retain a copy of this form and any supporting documentation for your files.

Transmittal date:

<i>Income or Expense?</i>	<i>Line Item in Budget</i>	<i>Receipt/Invoice attached?</i>	<i>Amount</i>
I/E			
I/E			
I/E			
I/E			
I/E			
I/E			
I/E			
I/E			
I/E			
I/E			
<i>Total</i>			

Payment to be issued to:

<i>Name</i>	
<i>Company</i>	
<i>Mailing address</i>	
<i>Phone or Email</i>	

For Treasurer's use only:

<i>Check number</i>		<i>Funds Deposited</i>	
<i>Date</i>		<i>Deposit date</i>	
<i>Code</i>		<i>Code</i>	

Please note that all reimbursements over \$250 must have signatures of both the Treasurer and Finance Chair on the check, and that all reimbursements regardless of size must be approved by the President.

Carolyn McLean-Frazier, President

2015-2016 Budget (passed 05.02.2015)

Income

State Dues	\$1,740 (87 members)
Fundraisers	\$1,750
Interest Income	\$25
Transfer from Reserve	\$0 (motions required)
Total Income:	\$3,515

Expenses

Awards	
Alice Paul Award	\$100
Berl Morrill Award	\$150
Employer of the Year Award	\$75
Woman of the Year Award	\$75
State Programs/Speakers	\$350
Insurance	
General Liability	\$300
Bonding, Treasurer	\$0
Licensing Fee to Foundation	\$50
Officer Expenses	
President	\$600
President-Elect	\$0
Vice President	\$400
State Committees	\$500 (except YC)
Website	\$165
Young Careerist	
Regional participant	\$250
Regional programming	\$100
State award	\$250
State programming	\$150
Total Expenses:	\$3,515