



# Finger Lakes Community for Humanistic Judaism

*Kol Haverim – FLCHJ  
PO Box 4972  
Ithaca, NY 14852-4972*

## EXPENSE / REIMBURSEMENT FORM 2019-2020

**Check payable to:**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
 Phone # \_\_\_\_\_  
 Amount \$ \_\_\_\_\_  
 (Please attach receipts for reimbursement)  
 Submitted by: \_\_\_\_\_  
 Date \_\_\_\_\_

Please check ONE Expense Category ( use another form for a different expense category )

|                          |                   |                          |                  |
|--------------------------|-------------------|--------------------------|------------------|
| <input type="checkbox"/> | High Holidays     | <input type="checkbox"/> | Caring Committee |
| <input type="checkbox"/> | Hanukkah          | <input type="checkbox"/> | Office           |
| <input type="checkbox"/> | Other Holidays    | <input type="checkbox"/> | Insurance        |
| <input type="checkbox"/> | Passover          | <input type="checkbox"/> | Marketing        |
| <input type="checkbox"/> | Youth Activities  | <input type="checkbox"/> | P/O Box          |
| <input type="checkbox"/> | B'nai Mitzvah     | <input type="checkbox"/> | Web Hosting      |
| <input type="checkbox"/> | Membership        | <input type="checkbox"/> | Travel           |
| <input type="checkbox"/> | Programs          | <input type="checkbox"/> | Board            |
| <input type="checkbox"/> | Community Dinners | <input type="checkbox"/> | Storage          |
| <input type="checkbox"/> | Miscellaneous     | <input type="checkbox"/> |                  |

| Type of Expense       | Amount | Note |
|-----------------------|--------|------|
| Art Supplies          |        |      |
| Babysitting           |        |      |
| Books                 |        |      |
| Ceremonial            |        |      |
| Food & Party Supplies |        |      |
| Guests                |        |      |
| Honoraria             |        |      |
| Office Supplies       |        |      |
| Print Services        |        |      |
| Postal                |        |      |
| Rent                  |        |      |
| Miscellaneous         |        |      |
| Storage               |        |      |
| Web                   |        |      |
| Marketing             |        |      |
| <b>Total</b>          |        |      |

Comments:

|                        |
|------------------------|
| <b>OFFICE USE ONLY</b> |
| Approved _____         |
| Date _____             |
| Check # _____          |