



# Finger Lakes Community for Humanistic Judaism

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

## EXPENSE / REIMBURSEMENT FORM 2015-16

**Check payable to:**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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"/> | Sunday School  | <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"/> | Miscellaneous  | <input type="checkbox"/> |                  |
| <input type="checkbox"/> |                | <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         |        |      |
|                       |        |      |
| <b>Total</b>          |        |      |

Comments:

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