

## School Nutrition Association Iowa

### Expense Claim Form

Complete a separate form for each payee (vendor).

Attach receipts for all expenses. If paid by Association credit card, check the CC box.

Name _____	Address _____
City _____ IA _____	Phone (____) _____
Meeting _____	Location _____ Board Position _____

#### Office Type Expenses

Date	List & Describe	Account or Committee to Charge	CC	Amount
	Postage			\$
	Printing & Copying			\$
	Paper Supplies			\$
	Audio visuals for presentations			\$
				\$
				\$

#### Telephone Log Attach copy of phone bill with telephone calls highlighted and person called noted.

Date	Person Called	Phone Number	Account or Committee to Charge	Amount
				\$
				\$
				\$

#### Food for \_\_\_\_\_ Meeting \_\_\_\_\_ Number of Members in Attendance \_\_\_\_\_

Date	Breakfast	Lunch	Dinner	AM Break	PM Break	Account or Committee to Charge	CC	Amount
								\$
								\$

#### Gifts/Honorariums

Date	Event or Reason	Account or Committee to Charge	CC	Amount
				\$
				\$

#### Speaker Expense \_\_\_\_\_ Account to Charge \_\_\_\_\_

Date	Expense for _____ – Attach copy of contract	CC	Amount
	Travel		\$
	Food		\$
	Hotel		\$
	Fee per contract		\$
	Printing for handouts Number of copies _____		\$
			\$

#### GRAND TOTAL

\$

Requestor's Signature _____	Date _____	Approval Signature & Board Position _____	Date _____
Account Number _____		Please Mail To: Kathy Nervig <b>SNAI Secretary/Treasurer</b> 204 NE Pinehurst Circle Ankeny, IA 50021	
Pay to: _____			
Address _____			
City _____	State _____ Zip _____		
Date Paid _____	Check # _____		

Association member requesting and/or approving payment must complete top section. Indicate who to write the check to on the bottom of the form if different than the person requesting the check.

**OFFICE TYPE EXPENSE:** To claim expenses for paper, printing, etc., indicate amount of copies, number of pages and reason for printing. Attach quotes for printing from at least 2 sources.

**TELEPHONE LOG:** This should include date of call, reason for call, who called and cost of call. This may be done by completing a telephone log and attaching phone bill highlighting calls or highlighting call on phone bill and indicating who was called and why.

**FOOD:** When ordering food for a meeting, use this form to request payment. Indicate number of members in attendance. Attach a vendor invoice. Indicate on bottom of form the address to send the check to.

**GIFTS/HONORARIUMS:** Check policy and procedure manual for guidelines.

**SPEAKER EXPENSE:** Per Policy and Procedure Manual, the Association can not pay for alcohol, movies, personal phone calls and dry cleaning. Under travel, note if by air, car mileage (number of miles), rental car, shuttles, parking, etc. Other miscellaneous charges, such as luggage handling must be itemized and reasonable. Please explain any unusual charges or circumstances.

If any speaker expenses have been prepaid, please attach a copy of the expense form that shows the prepayment check number and date.