



# Austin Hindu Temple & Community Center

## AHT Expense Reimbursement Form

Ver. 1.0 May2010

(Please attach all receipts to back of this form or on a separate paper – No stapling)

**Submitter to fill out the following information:**

Name	Date	Amount	Description of expenses
		\$	

Are expenses pre approved by AHT Executive Committee (or AHT Board of Directors)? (Yes/No):

If No, Please note name of the person ((from AHT Exec or BOD) who authorized the expenses:

Was AHT Inventory checked first before making the purchases? (Yes/No/Other):

If yes, please note the name of the person who checked the inventory:

Name and Address to mail the reimbursement check to:

**AHT Treasurer to fill out following information (upon review of above information):**

Check No	Check Date	Amount	Notes
		\$	

Reimbursement   
  No Receipts   
  Receipts enclosed   
  Electronic Payment Ref#:

<input type="checkbox"/> Landscape /Maint.	<input type="checkbox"/> Postage/ Shipping	<input type="checkbox"/> Repairs & Maint.	<input type="checkbox"/> Equip Rental	<input type="checkbox"/> Internet & Web Hosting
<input type="checkbox"/> Flowers	<input type="checkbox"/> Kitchen supp.	<input type="checkbox"/> Office Supplies	<input type="checkbox"/> Cleaning Supp	<input type="checkbox"/> Other Supp
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Bank Charges	<input type="checkbox"/> Cultural Program	<input type="checkbox"/> Insurance	<input type="checkbox"/> Prop. Taxes
<input type="checkbox"/> Cleaning Services	<input type="checkbox"/> Contract services	<input type="checkbox"/> Pest Control	<input type="checkbox"/> Security	<input type="checkbox"/> Trash Service
<input type="checkbox"/> Permits & Licenses	<input type="checkbox"/> Payroll- Insurance	<input type="checkbox"/> Other Salaries/Wages	<input type="checkbox"/> Payroll Taxes	<input type="checkbox"/> Uncategorized Expenses
<input type="checkbox"/> Printer Cartridges	<input type="checkbox"/> Travel	<input type="checkbox"/> Bonus	<input type="checkbox"/> Utilities	<input type="checkbox"/> Phone
<input type="checkbox"/> Mela - Raffle prizes	<input type="checkbox"/> Mela - Ad	<input type="checkbox"/> Mela - Food supplies	<input type="checkbox"/> Mela - Games	<input type="checkbox"/> Mela - Printing
<input type="checkbox"/> Mela Supplies	<input type="checkbox"/> Mela Misc.	<input type="checkbox"/> Special Event		
<input type="checkbox"/> Religious events	<input type="checkbox"/> Deepavali	<input type="checkbox"/> Jagannatha RathaYatra	<input type="checkbox"/> Navaraatri	<input type="checkbox"/> New Year
<input type="checkbox"/> Rama Navami	<input type="checkbox"/> Sankrantri	<input type="checkbox"/> Shivaraatri	<input type="checkbox"/> Vinayaka Chavithi	
<input type="checkbox"/> Dakshina	<input type="checkbox"/> Other expenses	<input type="checkbox"/> Assets		

Details: