



## Grand Traverse Bay

In order to request reimbursement, please complete an EXPENSE report as follows:

This form can be completed on any computer that has Adobe Reader installed.

- ✓ Place your cursor in a text box and fill in the required information.
- ✓ Select the Account/Category that matches your transaction and enter the amount. If you have more than one transaction, you can put another item in another Account/Category and enter the additional amount.
- ✓ Enter the TOTAL reimbursement amount where indicated. Check that this amount equals the total of the items you have entered in the Amount/Category sections.
- ✓ After you have completed the form, print it and attach all receipts. Send to the GTBay Treasure for processing.

**Catherine Holcombe  
4081 S West Bay Shore Dr.  
Suttons Bay, MI 49682-9517**



Grand Traverse Bay

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### EXPENSE REPORT

Account No.	Category	Amount
6110	Advertising Expense	
6210	Boat Show Expense	
6310	Computer Software Expense	
6320	Computer/Printer Expense	
6410	Meeting Expense	
6420	Education Expense	
6430	Dues Paid	
6510	Office Supplies	
6520	Postage	
6530	Printing	
6540	Contribution Expense	
6710	Memorials Expense	
6720	Ship Store Expense	
6730	MI Annual Report Expense	
7110	Other Expense (Describe)	
<b>Total</b>		

Comment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Treasurer \_\_\_\_\_ Check # \_\_\_\_\_ Date \_\_\_\_\_