Please download and fill in your contact information.

| Name |  | Committee |  |
| --- | --- | --- | --- |
| Address |  | Email |  |
| City, ST, Zip |  | Period Covered |  |

1. Categorize your expenses (including donated) with any notes or explanations.

| **Item/Service** | **Amount** | **Donated** | **Note/Explanation** | **Internal Use** |
| --- | --- | --- | --- | --- |
| Postage |  |  |  |  |
| Printing/Copies |  |  |  |  |
| Office Supplies |  |  |  |  |
| Phone |  |  |  |  |
| Books |  |  |  |  |
| Software |  |  |  |  |
| Travel |  |  |  |  |
| Mileage |  |  |  |  |
| Other (Specify) |  |  |  |  |
|  |  |  |  |  |
| Subtotal |  |  |  |  |
| Less Donation |  | < $ > |  | Thank you! |
| **Total Reimbursement** |  |  |  |  |

1. Attach your receipt(s) in order to receive reimbursement.
2. Email this form and your receipts to the Treasurer:

finance@breastfeedingusa.org

This form is for expenses incurred by **volunteers working in a committee**. Expenses incurred for **BC or Chapter activities** must be reported on the *BC Expense Form* found in the *For Volunteer* section of the website.

Expenses over three months old will be considered a donation to Breastfeeding USA, unless approved by the Finance Committee.

Please contact the Committee Chair before considering expenditures of more than $75. Even if the cost will be donated, the Chair must review any purchase greater than $75. All supplies and non-consumables remain the property of Breastfeeding USA. If durable equipment is purchased to remain in your possession, you will be contacted for the warranty and serial/model numbers of that item for inventory control purposes. If your purchases are for books or software not for resale, please supply an itemized list with publication dates. 

 *Thank you for your contributions to Breastfeeding USA.*