

**Sigma Theta Tau
Delta Gamma Chapter
Expense and Income Form**

Submitted By:	Date:
Complete address:	Phone Number:

Section A: Complete this section for expense reimbursements. Refer to the cost centers and accounts listed on the back of this form. Reimbursement from multiple cost centers may be submitted on the same sheet.

Cost Center	Account Number	Expense Description	Dollar amount to be reimbursed
Total amount			

Section B: Complete this section if you are submitting funds for your revenue accounts. Submission to multiple cost centers may be completed on the same form. Refer to cost centers and accounts on the back of this form.

Cost Center	Account Number	Revenue Description	Dollar amount
Total amount			

Please make sure you make a copy of your receipts and expense/income form prior to submitting to the Treasurer. Submit original copies of receipts.

<p>Mail form to:</p> <p>Barb Haag-Heitman 551 E Lake Hill Ct Whitefish Bay, WI 53217</p>	<p>For office use only:</p> <p>Check Number: _____ Date: _____</p> <p>Deposit Date: _____</p>
--	--

Cost Center Listing

Cost Center No.	Cost Center Name	Typical Cost Center Budget Expenses
100	Executive Board	Convention/travel, catering, Regional Assembly, Heritage, Recognition awards
150	Corresponding/Recording Secretary	Newsletter, postage
300	Membership	Chapter induction, Eligibility
500	Programs	Catering, honorarium, printing, postage, recognition awards
700	Research	Catering, recognition awards, Grants
900	Finance	Check maintenance

Ledger Account Listing

Account No.	Account Name	Typical Account Expenses
010	Secretarial Services	Typing
015	Postage	Stamps, bulk mail
020	Printing	Copying, typesetting, etc.
030	Convention/travel	Hotel, food allowance, mileage, transportation, conference fee, etc.
035	Regional assembly	
040	Heritage	Archiving supplies
045	Keys	
050	Recognition awards	Grant awards, student awards, gifts with board transition, etc.
060	Catering	Food, drinks, flowers, linen, AV equipment rental, etc.
070	Office supplies	Folders, stationery, etc.
080	Check maintenance	To be used by Treasurer only