NEW JERSEY STATE CHAPTER 2022-2023

COMMITTEE CHAIRMAN EXPENSE REPORT

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ COMMITTEE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EMAIL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EXPENSE CATEGORY AMOUNT

***\*Speaker’s lunch will automatically be paid for by the NJ State Board. DO NOT PAY FOR SPEAKER’S LUNCH.***

***The Committee can pay for one (1) guest of the speaker, who may accompany the speaker on Saturday.***

**GUEST** of Speaker **(1 max) -** lunch Saturday $

Printing/Duplicating $

Postage $

Supplies $

Display materials $

Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOTAL $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please contact your committee members to ascertain if they have expenses to remit. Record all expenses on this sheet and submit by the end of convention or as soon as possible thereafter. One reimbursement check for the total amount submitted will be mailed to the committee chair, who will reimburse committee members. If there are no expenses to be reimbursed, no form needs to be sent.

Submit this form to:

**2022-2023 Budgeted Committee Expenses**

**Membership Committee: $215**

**All other Committees: $ 50**

Terri Lashley, NJ Treasurer

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2022-2023