

**BIENNIAL
Convention
Expense**



**COMMITTEE
Committee
Reimbursement Request**

Date: _____

Summary of expenditures for Biennial Convention Committee activity for the month of _____ . Receipts and invoices are attached. Each expense item must be coded with the proper code from the chart of accounts.

Mileage(must be pre-approved) \$ _____

Office Supplies/Copies _____

Telephone/Fax _____

Convention Related Activity
(Provide detail on separate sheet and receipts) _____

Miscellaneous
(Provide detail on separate sheet and receipts) _____

Total Reimbursement Requested \$ _____



Request Submitted by: _____ Date: _____

Request Approved by: _____ Date: _____

AVA Form C500 11/03

For AVA National Headquarters Use Only	
Date Received: _____	
Approved by: _____	Date: _____
Date Paid: _____	Check Number: _____