

OAKE



*Organization of
American Kodály Educators*

MUSIC FOR EVERYONE

Charge to Account: _____

Committee: _____

Chair: _____

Expense Description _____

OAKE EXPENSE FORM

Please submit by the end of the month.
Copy this form as necessary.

Send Reimbursement to:

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Phone: (_____) _____

Extraordinary meeting expense grant \$ _____
Requests must be submitted to the Fiscal
Committee for approval prior to the expense.
Approval must be attached to this expense form
with OAKE Treasurer's signature.

Budget Line Item Description:

Total:

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL AMOUNT TO BE REIMBURSED: \$ _____

**OAKE reimburses only those
expenses supported by a receipt.**

**Clip or staple receipts together
by category and, if possible,
include a tape of items added
together.**

Date

X _____
Signature/Committee Member

APPROVAL:

Date

X _____
Signature/Committee Chair

**Attach receipts and send to:
Kathy Hickey
OAKE Treasurer
38600 Pine Drive, Cherry Valley, CA 92223**

OAKE EXPENSE FORM

1. The person submitting a form to request expense reimbursement or payments MUST:
 - a. fill out the form completely,
 - b. sign the form,
 - c. divide multiple receipts into appropriate categories, total each category, and then record that total for the category (*if at all possible, please include a printed tape with the receipts*),
 - d. attach all receipts, and
 - e. submit completed forms to the OAKE Treasurer on a timely basis.
2. If the person submitting the form is a member of a committee, then that person must send the completed form to the chair of that committee who will then send it to the OAKE Treasurer.
3. The committee chair will approve the transactions and then send the entire form with attached receipts to the OAKE Treasurer for payment. The Treasurer will mail the payment or reimbursement directly to the person incurring the expense or to the business from which a purchase has been made.
4. All expenses must be submitted no later than one month following the incurred expense. OAKE will make NO reimbursements after **June 30** for expenses incurred during the previous fiscal year (July-June).
5. Additional expense forms may be copied as needed. Forms are available online and/or from the National Office.