



Atlantic Chapter Reimbursement Request Form

Submitted By:		Charge this expense to the following Committee or Budget Line:
Date Submitted		

Mail Check to:

Name:	Committee Chair Approval Signature
Address:	Printed Name of Committee Chair
City, State, Zip:	Email:

Expense Code	Description	c3 Expenses* Public Education or Admin Advocacy	c4 Expenses ** Indirect Lobbying	c4 Expenses*** Direct Lobbying	Total (c3 and c4)
6110	Printing/Copying				
6140	Supplies				
6150	Postage				
6190	Telephone				
6312	Meeting				
6312	Lodging				
6312	Public Transportation				
6312	Mileage (____ Miles @ 20 cents/mile)				
6312	Parking/Tolls				
	Other (identify)				
SUBTOTALS					

* Includes public education, administrative advocacy, public interests litigation, policy analysis and activist training.

** Includes efforts to affect opinion of the general public by urging them to contact elected officials/staff, or training involving specific legislative action

***Includes direct lobbying at the federal, state or local levels (indicate if any entry in this column includes NYS lobbying which is defined as lobbying at the state, county or local level).

Instructions:

1. Receipts are required for all c4 items over \$25. The Sierra Club Foundation requires receipts for all c3 expenses.
2. In the case of committee expenditures, all reimbursement forms must first be sent to the appropriate Committee Chair.
3. Room and board are reimbursed only with the approval of the Chapter Chair or other authorized officer.
4. Approval must be signed by Chapter Chair, Committee Chair, or Treasurer.
5. All expenses must be submitted within 60 days or the request will be denied.

6. Submit completed request form and original receipts to:

Kathy Sidmore
PO Box 53
Belleville, NY 13611-0053
315-222-6205
siddymom@hotmail.com

Treasurer's use only:
Check Number: _____
Date Mailed: _____

(Revised December 2020)