

CFA Society Los Angeles

Expense Reimbursement Form - Society

Fiscal Year 2022-23

PLEASE READ THESE INSTRUCTIONS BEFORE COMPLETING THIS FORM:

1. Use of this form for reimbursement requests is required; any other form will not be accepted.

2. Please submit one form per meeting unless expenses are combined for a multiple-purpose trip.

3. Please type and complete all field m

4. Include all receipts or credit card statements with submission.

Please submit reimbursement form and receipts to info@cfala.org or mail to 13400 Riverside Drive, Ste 215, Sherman Oaks, CA 91423

Please note: Expect to receive payment in two to four weeks

TO BE COMPLETED BY SUBMITTER:

Payable to:	
Address:	
Address:	
Address:	
Country:	
Email address:	
Event	Description
Advisory Council Expense Commission Expense	
Board Meeting	
Board Meeting	
Board Meeting Catering for Event	

Expenses:

Date:	Description	Receipt attached yes/no	Amount to be Reimbursed
<u>_</u>			

Total: 0

Submitting Party (Print Name): Date Submitted:

By submitting this form, I certify that the expenses were incurred by me on the dates shown in connection with my services on behalf of CFA Society Los Angeles, and all such expenses are eligible for reimbursement under CFALA's travel policies. No expenses that I claim as reimbursable relate to personal or unallowable expenses. I also certify that I did not receive reimbursement from any other source(s) for the expenses claimed.

Comments: (Please use this area for notes/ comments regarding this report, if necessary, to help us process this report as quickly as possible.)