

Mira Costa High School Choir Booster Program Expense Reimbursement Form

Name: _____

Date: _____

BUDGETED EXPENSES: To be reimbursed for budgeted items, please complete the following:

Check the box below to indicate which budget category your expense it falls under:

- Classroom Enrichment** (Clinicians, guest performers, student workshops, specialized arrangements for events that take place within the classroom)
- Concerts & Festivals** (Transportation, entry fees, decorations, printing/posters, music licensing)
- Community Outreach & Social Events** (Supplies, food, decorations, materials for activities that take place outside the classroom. Includes annual retreat expenses.)
- Recruitment & Retention** (Promotional items for students (fall welcome kits), and for incoming students (spring), give-aways at This is Costa, videographer and video editing for promo videos. Can include some annual retreat expenses.)
- Banquet** (All expenses relating to the end-of-year banquet.)
- Administrative Costs** (Classroom equipment, professional memberships, some music licensing, piano tuning, website hosting, email subscription service, water delivery,
- Other:** _____

Description of item(s) purchased: _____

Requested reimbursement amount: _____

Total carryover budget: _____ Total remaining budget after expense _____

NON BUDGETED EXPENSES/OVER BUDGET ITEMS: To be reimbursed for expenses that are not part of a budget category, or items that fall into a budget category that has already been exhausted, please complete the following:

Description of item(s) purchased: _____

Requested reimbursement amount: _____

Approved by: _____ Approved on (Date): _____

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Attach receipts, invoices, payment confirmation, or other documentation that establishes the amount of the expense and shows the actual amount paid. Reimbursement will be via check from MBX Foundation. Checks will be mailed to your home, and should arrive within two weeks. Contact Alison Orkin if your check does not arrive within that time.

Make check payable to: _____

Mail check to (full mailing address): _____

Please email CostaChoirBoosters@gmail.com with any questions.