

# ATAD Expense Report



Association for Teen-Age  
Diplomats

## Request for Reimbursement

Name:

Address:

Phone:

Date	Brief Description	Category #	Country #	Amount (\$)
			<b>TOTAL:</b>	

Please attach receipts or invoices.

	<u>Category #</u>	<u>Country #</u>
Administrative:	5020 - CSIET	1 - France
4045 - Postage	5075 - HF Appreciation	2 - Germany
5015 - Photocopies	5080 - IS Support	3 - Ireland
5050 - Supplies	Program Costs:	4 - Israel
5055 - Telephone *	6016 - Airfare	5 - Mali
5060 - Website	6017 - Activities, Orientations, Interviews	6 - Peru, Arequipa
5065 - Visas and SEVIS Fees	6018 - Other	7 - Peru, Iquitos
5070 - Miscellaneous		8 - Poland
6025 - President's Trip		9 - Russia
		10 - Turkey
		11 - Italy

\* Typically telephone costs are billed directly to ATAD. "Telephone" should rarely be used for reimbursement since calls should be placed using ATAD's phone service and billed directly to ATAD.