



Central Valley Office: 31883 Success Valley Drive, Porterville, CA 93257 ~ ph. 559/784-TREE fax 559/784-8711
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Arizona • California • Hawaii • Nevada

Executive Director:
 Rose Epperson, CAE

EXPENSE REQUEST

Class	Item	Amount	Purpose of Expense
Total			

Please fill out and submit for reimbursement to the Western Chapter ISA office, 31883 Success Valley Drive, Porterville, CA 93257 . Attach receipts for reimbursement.

Total amount to be reimbursed: _____

Check to be made payable to: _____

Mail check to: _____

Signature: _____

Date: _____

Budgeted: _____ Non-budgeted: _____ Approved by: _____

Code	Class Name	Code	Item Description
1001	Certification	A	Travel (air fare, car rental, parking)
1002	Annual Conference	B	Meals
1003	Regional Meeting	C	Lodging (hotel)
1004	TREE fund	D	Office Supplies
1005	Board/Officer Expenses	E	Telephone
1006	President Expenses	F	Facility rental/food services
1007	ISA Representative	G	Printing
1008	Magazine	H	Postage
1009	Misc Committees	I	Miscellaneous
1010	Climbing Championships		