

CLINTONVILLE AREA COMMISSION
Expense and Reimbursement Form

Category	Description & Reason	Chair's approval		Amount
		pre- (date)	post-(date)	
Office supplies: e.g., copies (# @ \$), paper				
Postage: # stamps (x \$.xx)				
Honoraria, i.e., Nameplate for new commis- sioner, memento for one leaving				
Rental of space for public meetings				
Travel and registration for seminars, confer- ences, training				
Special project expenses, including advertising				
Commission, committee and task force expenses outside of above categories				
Total				

Reminder: All purchases—except departure gifts-- are the property of the Clintonville Area Commission. All expenditures are for the benefit of the citizens of Clintonville. Expenses for personal items or memberships will not be reimbursed. Supplies that can be obtained through other sources, e.g., planning documents from Columbus Planning Division, Block Watch materials from the Division of Police, are to be sourced from those groups. Any expenditures not pre-approved by the Commission Chair will not be reimbursed.

Signature of Commissioner

Date

Check written (#) Initials of CAC Treasurer _____ Date _____