

PROFESSIONAL EXPENSE REIMBURSEMENT PAPER CLAIM FORM  
 PROFESSIONAL MANAGERIAL ASSOCIATION JANUARY 1, 2023 to DECEMBER 31, 2023



Instructions for paper Professional Expense Reimbursement Claims

- Complete all fields, attach original receipts and submit to your supervisor for approval

PHONE NUMBER

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Total Expense Amount per Receipt)      Less: Personal Portion of Expense

\_\_\_\_\_

\_\_\_\_\_

				Expense Amount Claimed (Total Receipt - Personal Amount)
Membership/Registration Fees				
Computer Software				
Equipment				
Travel				
Supplies				
Total				\$

Signature of Claimant \_\_\_\_\_

Signature of Chair/Director/Dean/Vice President \_\_\_\_\_

Name of Chair/Director/Dean/Vice President \_\_\_\_\_