



# The Society of California Archivists

1020 "O" Street, Sacramento, CA 95814

Check one: Reimbursement  Direct Pay

<b>Claimant</b>	
<b>Address</b>	
<b>Phone</b>	

<b>Payee (if different)</b>	
<b>Address</b>	
<b>Phone</b>	

Purpose:					
DATE	ITEM	AMOUNT	RECEIPT ATTACHED? Y/N	COMMITTEE	APPROVAL
<b>TOTAL</b>					

If committee expense, please submit to Committee Chair for signature. Original signatures needed below.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature -- Committee Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**MAIL TO: Kate Tasker**  
**The Bancroft Library**  
**University of California**  
**Berkeley, CA 94720-6000**

**For Treasurer Use Only:**

**Date Paid:** \_\_\_\_\_ **Check #:** \_\_\_\_\_ **Amount:** \_\_\_\_\_ **Fund:** \_\_\_\_\_

Unbudgeted expenses of \$26.00 to \$100.00 must receive prior approval from the Treasurer.

Unbudgeted expenses of \$101.00 to \$149.00 must receive prior approval of the President.

Unbudgeted expenses over \$150.00 must receive prior approval of the Board.

2017 Mileage Rate: \$0.535 per mile.

(01/2017)