



MMCS Reimbursement Request Form

Requested by _____ Date _____

Amount requested \$ _____

Purpose of expenditure _____

Expense Code: (A) MMCS (B) _____ (C) _____

Verified by _____ Date _____

Approved by _____ Date _____

Received by _____ Date _____

Comment: _____

Note:

- This form needs to be filled by the person who request reimbursement from MMCS.
- Original receipts need to be attached to this form.
- Verify or Approve personal need to fill in expense B and C codes from list at the bottom of this form;
- Check request will be processed first Saturday of each month.

For official use only:

Check issued by _____ Check number _____

Comment: _____

Expense Code List

B – Events	C – Cost or Expense Items			
Department Unique Event	Art Booth material	Advertisement Fee	Meal	Salary
China Light	Food Booth material	Banking charge	Membership due	Registration
CNY Party (Chinese New Year Party)	Kids Booth material	Car Rental	Mileage	Sponsorship
Dragon Boat	Marketing Booth Material	Copy or print	Parking and toll charge	Tel communication or fax
HHF (Holiday Folk Fair)	Text Book purchase	Donation	Office supply	Ticket (for MCCC member use)
Picnic	Event Ticket (for buy and sell)	Equipment or tool	Payroll tax	Training
Out Reach	Parents Duty	Hotel		Unemployment tax
Parade	Other Cost	Insurance		Other Expense
Other				