

MMCS Reimbursement Request Form

Requester _____ Amount _____ Date _____

Purpose of Expenditure _____

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

Verifier Print Name _____ Signature _____ Date _____

Approver Print Name _____ Signature _____ Date _____

Print Name _____ Signature _____ Date _____

Receiver Print Name _____ Signature _____ 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/Approve personal need to fill in expense B and C codes from list at the bottom on 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	Tuition	Textbook Purchase	Parents Duty	Training
China Light	Salary	Office Supply	Membership Due	Copy or Print
CNY Party (Chinese New Year Party)	Payroll Tax	Unemployment Tax	Ticket (for MCCC member use)	Event Ticket (for buy and sell)
Dragon Boat	Hotel	Meal	Car Rental	Insurance
HHF (Holiday Folk Fair)	Mileage	Parking and Toll Charge	Equipment or Tool	Tel communication or Fax
Picnic	Art Booth Material	Food Booth Material	Kids Booth Material	Marketing Booth Material
Outreach	Advertisement Fee	Banking Charge	Sponsorship	Donation
Parade	Other Expense	Other Cost		
Other				