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Expense Statement

Instructions: Please send this form and all associated receipts for reimbursement approval **within 30 calendar days after expenses are incurred.** All expenses must be approved by Committee Chairperson (if a committee expense) or President (all board members and others). Travel reimbursement will be based on WSHIMA guidelines (\$350 airfare, \$150 hotel per day, \$50 food per day, and \$25 each way for transportation). Travel should be taken by the most economical class and by the most direct route. Cost center/subcategory codes are on reverse of this form. IRS Mileage Rate is **.55 per mile effective 1/1/2009**

Make check payable to: _____

Mailing Address: _____

City / State Zip: _____

Cost Center	Sub-Category	Expense \$	Description - REQUIRED INFO (Location/meeting/committee name)	Date(s)

EXPENSE TOTAL \$ _____

List any expenses exceeding WSHIMA guidelines and justification for expense:

I hereby certify that all expenses claimed above were incurred on official business of WSHIMA.
Signature: _____ Date: _____
Committee Chairman/Board Member Approved: _____ Date: _____

Treasurer use only:

Date Received: _____ Date Paid: _____

Check # _____ Entered QuickBooks: _____

INCOME:

- 100 - AHIMA Rebate
- 102 - Associate Partners
- 104 - Corporate Partners
- 306 - Annual Meeting
- 310 - Advocacy
- 311 - Release of Info Manual
- 316 - Data Quality/Coding Roundtable
- 317 - HIT
- 402 - LTCHIM
- 413 - Memorial Fund
- 800 - Website job Postings
- 810 - Polo Shirts
- 812 - Interest Income

EXPENSE:

- 200 - Executive Board
- 201 - Finance Committee
- 202 - President
- 204 - Pres. Elect
- 206 - Secretary
- 208 - Treasurer
- 210 - Directors
- 302 - Bylaws Committee
- 304 - Nominating Committee
- 306 - Annual Meeting
- 308 - Membership
- 310 - Advocacy
- 311 - Release of Info Manual
- 316 - Data Quality/Coding Roundtable
- 317 - HIT
- 318 - Consumer Education
- 402 - LTCHIM
- 403 - Delegates
- 404 - House of Delegates
- 406 - Summer Team Talks/Leadership
- 408 - Winter Team Talks
- 410 - AHIMA Coding Roundtable
- 412 - Scholarship
- 413 - Student AHIMA dues
- 500 - Evergreen Bulletin
- 700 - Administration
- 703 - Reserve Fund
- 720 - Central Office Coordinator
- 810 - Polo Shirts

SUB-CATEGORY

- 2 - Printing
- 3 - Postage
- 5 - Telephone/Conference Call
- 6 - Speaker Honorarium
- 7 - Supplies
- 8 - Facility / Food / Mtg Rm
- 9 - Registration
- 12 - Grant Awards
- 16 - Speaker Expenses/Trav/lodg/food
- 17 - Folding Expense
- 21 - Partner Revenue
- 30 - Web Site Expense
- 40 - Airfare/Members
- 41 - Food/Members
- 42 - Taxi/Shuttle/Parking/Members
- 43 - Lodging/Members
- 44 - Mileage/Members
- 80 - Fixed Asset Purchase
- 83 - Equipment Repair
- 89 - Computer Software
- 91 - Exhibitor Fee
- 98 - Fidelity Bond
- 1001 - Sale of ROI Manual
- 1002 - Sale of ROI Updates
- 1003 - B & O Excise Tax
- 1004 - Filing Fee Nonprofit Corp.
- 1011 - Regional/State Donation
- 1012 - Honorarium Donation
- 1022 - Bank Service Charges / Checks
- 1023 - Stale Check
- 1030 - FORE Donation/Auction
- 1092- Gifts /Awards
- 3000- Professional Services
(CPA/Attorney)