

Society for the Psychology of Women (APA Division 35)

Name: _____ Date: _____
 Committee/Task Force/Office: _____
 Mailing Address: _____
 _____ Zipcode _____
 Phone: _____ Email: _____

SEND TO:
 Suzanna Rose, Ph.D.
 Div. 35/SPW Treasurer
 Dean's Office, ECS 447
 Florida International University
 Miami, FL 33199
 305-348-2864 (admin asst)
 305-348-1975 (direct)
 305-348-4172 (fax)
 305-609-4300 (cell)
 srose@fiu.edu

Receipts Required for Reimbursement
 NOTE: If bill does not indicate "PAID," also send credit card receipt to show it was credited to your account. Thanks.

Calendar Year	Budget	Expense	Date	Reimbursement
200 _____	Request	Amount	Incurred	Requested
Supplies				
Telephone				
Postage/Shipping				
Administrative Support				
Printing/Photocopies				
Travel				
Hotel				
Meals				
Conferences/Meetings				
Awards				
Speaker Honoraria				
Advertising/Publicity				
Other: _____ _____				
Other: _____ _____				
TOTAL				
OFFICE USE	Budget Code	Date Sent to CBIZ	Total Requested	

Note: Reimbursements for first half-year expenses (January 1 - June 30) should be received by August 5th and for second half-year (July 1 - December 31) by January 15th. Note that SPW does not reimburse Executive Committee members for travel to the APA Convention.

The Finance and Executive Committees will review budget requests beyond the standard \$50 for each committee and task force at the January or August meeting. Please submit such requests to the Chair of the Finance Committee prior to the meeting.