

APPENDIX B. Expense Report

International Children's Advisory Network, Inc
317 Faw Lane
Marietta, GA 30060



Questions? Email Finance@icanresearch.org

iCAN MISCELLANEOUS EXPENSE REPORT

Please return this form to the above address or email to finance@icanresearch.org within 15 days of the expense. Receipts must be attached. Please keep copies of receipts and of this report until you have received reimbursement (may take up to 45 days).

All reimbursement items must be pre-approved in advance with iCAN before submitting.

Name of KIDS Chapter: _____
Parent's Name: (first) _____ (last) _____
Parent's Contact: (email) _____ (phone) _____
Child's Name: (first) _____ (last) _____
Child's Name: (first) _____ (last) _____

Check Payable to: Name _____
Street Address _____
City: _____ State: _____ Zip: _____

All reimbursements must be pre-approved in advance with iCAN. Some travel may be reimbursed directly with sponsoring partner organization and cannot be combined, added, or reimbursed with iCAN.

<u>Date</u>	<u>Description of Pre-Approved Item (with receipt)</u>	<u>\$ Amount</u>

Total \$ _____

-Do not forget to attach receipts to report-

Parent Signature _____ Date _____

iCAN Signature _____ Date _____

Send this form and receipts to: info@iCANResearch.org

iCAN is not responsible for reimbursement for expenses not fulfilled such as cancelled flight, hotels, trains or/any other reservations. All reimbursements will be made after the completion of the event. iCAN must pre-approve any request for reimbursement BEFORE the submission of this form. For limitation and stipend allowances, please contact iCAN at finance@icanresearch.org for pre-approval amount. iCAN is not responsible for amounts over agreed upon stipend.