

Steps for Completion

1. Complete personal information regarding payee, address, city, state, and zip code.
2. Complete the purpose of this expense (s) and the time period covered.
3. For each receipted item, complete date, brief description, expense type, business category (NITOC, Stoa membership/administration, Stoa Academy), and amount. Account codes can be found on page 3 of this workbook.
4. Total and subtract any advances for a final total.
5. Attach/scan receipts to cover all line items.
6. Submit the expense form and related receipts to the Stoa Treasurer for approval within 30 days of expenditure.

Tournament Expenses

5120	Tournament & Club - Meals	
5130	Tournament & Club - Accomodations	
5140	Tournament & Club - T-shirts	
6000	Administration	
6010	Registration	
6030	Awards	Trophies, medals, plaques, etc
6040	Facility	Buildings, golf carts, tables/chairs, stage, repairs/damages
6050	Hospitality	Food and décor for judges, tab & staff; tablecloths, etc
6070	Social Event	Any expense related to social event at NITOC or Academy
6080	Speaker and Honorarium	Fees related to paying a speaker for NITOC or Academy
6090	Tab	
6100	Timers	
6200	Judges Administration	
6210	Judge Administration	
6220	Judge Hospitality	
7000	Operations	
7010	Office Supplies	Pens, highlighters, paper, envelopes, name badges, etc. Annual fees for online software, software development, websites
7020	Website and Domains	Ads, published materials (trifold, business cards, annual report), Google Adwords, video for mktg
7022	Marketing	Google Adwords, video for mktg
7030	Courier and Mail	Packages, postage, fees associated with PO Box Give-aways to a group, usually under \$5 (For example – Pens branded with the Stoa name handed out to all participants at an event is a promotional item while a t-shirt purchased specifically for a staff member is a gift, not a promotional item.)
7060	Promotion	Includes signage
7070	Printing and Copying	
7080	Books, Subscriptions, Reference	
7090	Teaching Resources	
7100	Travel and Meetings	
7110	Travel - Air	
7120	Travel - Meals	
7130	Travel - Hotel	
7140	Travel - Auto and Ground	
7200	Conferences and Conventions	
7510	Student Financial Aid	
7520	Thank Yous and Gifts	Gifts as a thank you for service, or condolence

Business Type: Choose one of the Following

NITOC

Stoa Academy

Stoa USA for Membership