Editorial Office Expense Reimbursement Form

Journal: ____________________________ Date Submitted: ________________

Approved by: ____________________________________________ (editor)

Expenses for: ____________________________________________ (month/year)

Itemization of Expenses by Category since Previous Reimbursement Request. Attach copies of receipts, university statements, etc.

(1) Staff Support/Clerical……………………………………….. (74180.________.10) $____________
(2) Copyediting…………………………………………………... (74250.________.10) $____________
(3) Telephone……………………………………………………. (74800.________.10) $____________
(4) Supplies………………………………………………………. (74770.________.10) $____________
(5) Printing/Photocopying………………………………………. (74770.________.10) $____________
(6) Equipment/Equipment Rental……………………………. (74770.________.10) $____________
(7) Postage/Express Mail………………………………………. (74520.________.10) $____________
(8) Transition Expenses (travel/file transfer)…………………. (74810.________.10) $____________
(9) *Other………………………………………………. (__________.________.____) $____________

TOTAL $____________

*Please provide explanation of “Other” expenses noted above:

Please issue a check in the amount listed above as follows:

Make check payable to: ____________________________

Mail check to: _______________________________________

____________________________________________________

____________________________________________________

____________________________________________________

____________________________________________________

Send form to: ASA Publications Department
American Sociological Association
1430 K Street NW, Suite 600
Washington, DC 20005
publications@asanet.org
(202) 638-0882 fax