



EXPENSE REIMBURSEMENT REQUEST FORM

Instructions: complete one or more forms per event or purpose. Do not combine events or purposes in the same form. For the AMOUNT column, enter only amounts; do not include "\$" or any other characters. Fill the form out in Acrobat or another PDF reader, **not** your web browser. Save the PDF and submit by email to the Treasurer along with scanned or photographed receipts.

Event or purpose:

ITEM	VENDOR	AMOUNT (\$)

Total: \$

Name:

Mailing address:

Date:

Payment requested by:      PayPal      check      other (explain in email)

Email address for PayPal:

Signature: