



**EXPENSE REPORT AND REIMBURSEMENT REQUEST**

Year \_\_\_\_\_ Office or Committee: \_\_\_\_\_

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

BALANCE REMAINING AFTER LAST REQUEST: \$ \_\_\_\_\_

AMOUNT OF REIMBURSEMENT REQUESTED: \$ \_\_\_\_\_

NEW REMAINING BALANCE: \$ \_\_\_\_\_

**NOTE: All committee expenses must be approved by the committee chair. A committee member must have prior verbal approval from the chair BEFORE purchases are made. If a committee member is authorized by the chair to purchase items for the committee, please complete and forward request with original receipts to your committee chair.**

**REIMBURSEMENT REQUESTED FOR: (PLEASE ITEMIZE AND ATTACH RECEIPTS)  
-----Use additional sheet if necessary and attach to request-----**

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This expense has been approved by: \_\_\_\_\_

Make check payable to: \_\_\_\_\_

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**TREASURER USE ONLY:**

DATE PAID: \_\_\_\_\_ AMOUNT PAID: \_\_\_\_\_

CHECK#: \_\_\_\_\_ Cleared bank on: \_\_\_\_\_

**\*\*\*\*Check approved finance report for allotment or contact the finance chair\*\*\*\***