ROTARY CLUB OF CHEAT LAKE P.O. Box 423 Dellslow, WV 26531

Expense Reimbursement

Fill out the form below completely. All receipts should be attached to this form and either mailed to the above-stated address or given to the current president or treasurer.

Rotarian information

| Name | Date |
|---------|-------|
| Address | Phone |
| Email | |



| Date | Budget Category | Description | Hotel | Transport | Fuel | Meals | Supplies | Misc. | TOTAL |
|------|-----------------|-------------|-------|---|------|-------|----------|-------|-------|
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Approved by
Date _____ Amount _____
Check Number _____