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
				Subtotal Advance Check numberAdvanceTOTAL					

Approved by
Date _____ Amount _____
Check Number _____