

Rotary District 7670
Expense Reimbursement Guidelines 2020-21



**Request for Reimbursement/Check Request
District 7670**

Email receipts and this completed form to Sean Gibson at Rotary7670treasurer@gmail.com .
Please cc Governor David at dgdavid20.21@gmail.com and Finance Chair Gary at gddills@gmail.com.

Date _____, 20____ (must be within 14 days of event) *Please attach documentation and/or receipts*

Date	Description	Amount
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Total \$ _____

Comments:

Name (print): _____

Signature: _____

Address: _____ (Street)

(City/Town) (State) (Zip Code)

Charge to: _____ (Budget Line Item)

DG Approved: _____ **Date:** _____

Treasurer: _____ **Date Paid:** _____ **Check #** _____