

Rotary District 7670
Expense Reimbursement Guidelines 2019 - 2020



Request for Reimbursement/Check Request District 7670

Email Receipts and this completed form to Sean Gibson at Rotary7670treasurer@gmail.com.
Please cc Governor Tiffany at Tiffany@Tiffanyervin.com and Finance Chair Gary at gddills@gmail.com

Date _____ (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 # _____