

Capitol Chordsmen Chorus
Member Expense Reimbursement Form

Expenses require prior approval either by being part of the approved budget or with an approved Purchase Request. Submit this form to the President or Treasurer within 90 days of the expense date.

Attach receipts for expense reimbursement. Date submitted: _____

The Treasurer will reimburse members for expenses within 2 weeks of receipt.

Member Name: _____

Phone Number: _____

Street: _____

City, State, Zip: _____

Expense Explanation	Amount
Total Amount for Reimbursement	

Reimbursed by: _____

Date: _____

Check Number: