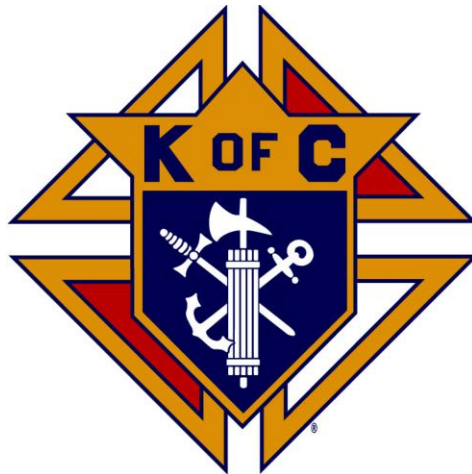


Reimbursement Request

Note: All payments must be pre-approved at a Council Business Meeting

Date		Committee	
Amount of Reimbursement		Requested By	
Description of Expense			
Purchased At		Month Approved	
Signature			
Amount Approved		Received By	
Signature			



INSTRUCTIONS: All expenditures must be pre-approved via a motion and a vote at a council business meeting. All expenditures are capped with this same motion. Reimbursement must be submitted at the business meeting immediately following the expenditure. If the person applying for reimbursement cannot attend the business meeting, they must make an effort to either mail the form or provide it to another Brother Knight to submit in their place. These forms should be submitted to the Financial Secretary. When possible, this should be submitted two weeks prior to the meeting to allow the FS & Treasurer to prepare the reimbursement. These forms can be sent via email or postal mail. If unable to send request two weeks in advance, notify FS & Treasurer of amount request will be written for.