

# Lewis River Rotary Club Expense Reimbursement Form

Reimbursements from petty cash cannot exceed \$20.00. Reimbursements exceeding \$20.00 must be submitted on this form to the club president no later than 1 month after the expense was incurred. All requests are processed on the last week of every month. Funds are dispersed by the club treasurer at the first club meeting of every month.

**Date Requested:** \_\_\_\_\_ **Member Name:** \_\_\_\_\_

**Total Amount:** \_\_\_\_\_

### Instructions for Completing This Form

- 1. Enter all of the required information above.**
- 2. Enter the date that the expenditure occurred below.**
- 3. Describe the reason and/or purpose of the expense below.**
- 4. Attach any relevant receipts, credit card statements, etc. to this form.**
- 5. Sign and date where indicated.**
- 6. Submit the completed form (with attachments) to the club president for approval.**

*Please note that every field constitutes required information and must be completely filled in. If necessary, attach additional sheets. Incomplete submittals will be returned unprocessed.*

| Date of Expense: | Description of Expense: | Expense Amount: |
|------------------|-------------------------|-----------------|
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| Total Expenses   |                         | \$              |

*By signing my name below, I certify that all information contained in this Expense Reimbursement Form is accurate. I understand that entering false information is grounds for immediate termination of my membership, and may result in legal action against me.*

| Member Signature | Date Submitted | Approved Signature | Date Approved |
|------------------|----------------|--------------------|---------------|
|                  |                |                    |               |