

# REIMBURSEMENT FORM

ORGANIZATION: NARFE CHAPTER 87

DATE SUBMITTED: \_\_\_\_\_

PAY TO: \_\_\_\_\_

Describe briefly the nature of the expenditure and staple receipts to back of form.

EXPENDITURE	DATE	AMOUNT

APPROVED FOR PAYMENT: (by President or 1st VP)

\_\_\_\_\_

TOTAL REIMBURSEMENT: \_\_\_\_\_

DATE: \_\_\_\_\_

ADVANCE RECEIVED: \_\_\_\_\_

DATE PAID: \_\_\_\_\_

NET REIMBURSEMENT PAID: \_\_\_\_\_

Check #: \_\_\_\_\_