**EXPENSE REIMBURSEMENT REQUEST**

Attach all receipts and list in proper category. When receipts are not available, explain your expenditure.

NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOME ADDRESS OR SCHOOL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 AMOUNT SPENT

Office Supplies \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mileage ($0.70 p/m), Parking and Tolls \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meetings (Refreshments) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Negotiations \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contract Campaign \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Conferences (State Council, CACS, Division Council) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Convention \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **TOTAL $ REQUESTED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

APPROVED FOR PAYMENT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Matt Meyer, President

AMOUNT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE PAID\_\_\_\_\_\_\_\_\_\_\_\_ CHECK#\_\_\_\_\_\_\_

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