

Burlington Junior Woman's Club



Expense Reimbursement Form

Date: _____

Requested by: _____

Phone Number: _____

Payable to: _____

Address of Payee: _____

Amount: _____

Description of Expense: _____

Expense to (Budget Category): _____

Signature: _____ Date: _____

Chair Signature: _____ Date: _____

Treasurer Signature: _____ Date: _____

PLEASE ATTACH ALL RECEIPTS FOR REIMBURSEMENT

- Any expense payable to an outside vendor will be mailed to the vendor unless other arrangements are made.
- Any expense payable to a member of BJWC will be mailed if it is \$50.00 or over unless other arrangements are made.
- Any expense payable to a member of BJWC which is under \$50.00 will be brought to the next General Meeting. A member may contact the Treasurer to make other arrangements if she would like the check sooner than the next General Meeting.