



# Reimbursement Request Form

Procedure to get reimbursed for approved Club expenses which you've paid out of pocket:  
 Complete all requested information on this form and send with receipt/proof of payment to **Treasurer Joanne Turner Chiacchia**

- **Email** - scan form and receipts and send to joannetc@comcast.net
- **Postal Mail** - 358 Springfield Street, Palmer 01069
- **Hand** – put in envelope and hand deliver at meeting.

Please allow at least a week's processing time. Checks will be distributed at the next meeting. If you need the check mailed, please note your mailing address at the bottom of this form.

**Check Payable to:** \_\_\_\_\_ **Total: \$** \_\_\_\_\_

**Details:**

Date	Vendor	Description of Purchase	Amount

**Was this expense approved in the Budget?** No Yes, under: \_\_\_\_\_

**Requested by:**

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Print Name \_\_\_\_\_

Note: