



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? Operation expense?

Requested by:

Signature _____ Date:

Print Name _____