VPW EXPENSE REIMBURSEMENT FORM

NAME: _____ DATE: _____

EVENT: _____

DATE:	DESCRIPTION	AMOUNT

1. Fill in Completely. Include your name, date, event, and description of purchase

2. Attach all Receipts to this Form

3. If Monies have already been alloted to you then fill out and turn into the Treasurer for accurate record keeping.

4. Turn in for Approval by the Board

Board Approval by: _____