

**AAUW Auburn
Request for Reimbursement or Payment**

Payee: _____ Amount Requested: \$ _____

Address: _____

City: _____ Zip Code: _____

Budget Category: _____

Description: _____

Requestor Signature: _____ Date: _____

Print Requester Name if different from Payee: _____

Committee Chair Approval: _____ Date: _____

Date Paid: _____ Check #: _____ Budget Category: _____

Instructions for Use:

1. Fill out this form and get approval for budgeted items from Committee Chair. To expedite this process, Committee Chair approval may be obtained by email.
2. Attach all receipts to this request for reimbursement for the incurred expense and send to treasurer within 30 days of the incurrence.
3. This request for reimbursement is to be submitted to the Treasurer within 30 days of the date that the expense was incurred (with the exception of telephone expenses). Bills incurred at the end of the fiscal year must be submitted to the Treasurer before June 20th.
4. If not included in the budget, the requestor or committee chair will obtain approval from the Board before the expenditure. Then write in Board approval and date approved on the form before submitting.

Revised 07/2014