

Expense Reimbursement Form

Raintree Quilters Guild Evansville, IN

Name (please print) _____

List items purchased and reason _____

Total Reimbursement amount _____

Please attach receipts or expense statement to this form.

I am submitting the following for reimbursement of expenses on behalf of Raintree Quilters Guild of Evansville, IN.

Signature _____ Date _____

Committee _____ Committee Chair Signature _____

Circle correct expense category

- | | | |
|----------------------------|-------------------------|---------------------------|
| Accounting Expense | Hospitality expense | Quilt Show expense |
| Attendance prize Expense | Insurance expense | Refund and claim expense |
| Bank charge Expense | Inventory Expense | Service project expense |
| Block of the month Expense | Library expense | Special event expense |
| Bylaws expense | Membership expense | State filing |
| Cash | Miscellaneous | Trailer |
| Challenge Quilt | Newsletter expense | Travel Club |
| Charitable donations | Post office box rental | Traveling teacher expense |
| Computer expense | Programs expense | Treasure table expense |
| Raffle quilt | Prom. Marketing expense | Website expense |
| Door prize expense | Publicity expense | Workshops expense |
| Fees and reg. expense | Quilt Day Expense | |

Approval Signature _____

Check Number _____

Date _____