

Expense Reimbursement Form Raintree Quilters Guild, Inc., Evansville IN

Name (please print) _____

List items purchased and reason _____

Total Reimbursement Amount _____

Please attach receipts or bills to this form.

I am submitting the following for reimbursement of expenses or bill to be paid on behalf of Raintree Quilters Guild, Inc.

Signature _____ Date _____

Committee _____ Committee Chair Signature _____

Check correct EXPENSE category:

Angel Quilts Expense		Programs Expense		Quilt Show Expense:	
Asset Expenses		Promotional Marketing Exp.		Admissions	
Block of the Month Expense		Publicity Expense		Awards	
Bylaws Expense		Raffle Quilt Expense		Boutique	
Challenge Quilt Expense		Refund and Claims Expense		Decorations	
Charitable Donations Expense		Service Project Expense		Insurance Policy for Show	
Computer Expense		Special Event Expense		Judging Day	
Door Prizes Expense		Trailer Expense		Miscellaneous Show Expense	
Fees and Registrations Exp.		Travel Club Expense		Pipe and Drape	
Historian Expense		Traveling Teachers Expense		Publicity	
Hospitality Expense		Website Expense		Quilt Registration	
Insurance Expense		Workshops Expense		Raffle Baskets	
Inventory Expense				Set-Up	
Membership Expense				Show Program	
Miscellaneous Expense				Silent Auction	
Newsletter Expense				Venue Rental	
Post Office Box Rental				Volunteer's Lunch	

Make check payable to _____

Approval Signature/Date _____

Check number _____ Date _____