

Expense Reimbursement

Pay to : _____ Tele# _____

Expense

1) Guild Business Expenses

- a) Dues and Subscriptions _____
- b) Office Supplies _____
- c) Postage _____
- d) Other _____

2) Membership

- a) Door Prizes _____

3) Members Services

- a) Bus Trips _____
- b) Workshops _____
- c) Lecture Fees _____
- d) Library purchases _____
- e) Member Teaching Member _____
- F) National Quilt Day _____

5) Fund Raising:

A) Quilt Show

- a) Admissions _____
- b) Boutique _____
- c) Judging expenses _____
- d) Laundry/Dry Cleaning _____
- e) Lecturer Fees _____
- f) Library _____
- g) Membership/newsletter _____
- h) Raffle Baskets _____
- i) Raffle Quilt _____
- j) Stationary/printing/supplies _____
- k) Other (please describe) _____ (_____)

B) 50/50 _____

C) Other _____

_____ Grand Total _____ \$ _____

Please attach additional Documentation as needed.