

# Expense Reimbursement Request

DOWC - Double Oak Woman's Club

<b>Requester Name:</b>		<b>Event:</b>	
<b>Position/Committee Name:</b>		<b>Event Date:</b>	
<b>Check Written to:</b>			

## Itemized Expenses

Date	Item Description	Store Name	Category (General or Community Service)	Cost (\$)
<b>Sum of Amt Requested:</b>				\$ -

<b>Reviewed and Approved:</b>		<b>Approval Signature:</b>	
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<b>Check #</b>	
<b>Check Date:</b>	
<b>Check Amount \$:</b>	

*\* Any person wishing reimbursement must submit receipts to the treasurer, and no later than 30 days after the event or 3 days prior to end of the fiscal year, whichever comes first. Fiscal year ends July 31. (note this form and receipts can hand delivered or scanned & emailed to treasurer)*