

**District 62 – Form B**  
**Request for Approval of Non-Preauthorized Expenses**

**Purpose:** Submit this form to the District Governor to request approval for expenses have not been pre-authorized by the District 62 Expense Guidelines. The request and approval must occur prior to incurring expenses.

Name of Requestor: \_\_\_\_\_

District Position Held: \_\_\_\_\_

**Type of Expense** (please check appropriate box):

Area Governor club visit in excess of mandatory two visits

List club (s) to be visited \_\_\_\_\_

Area Governor travel to an event other than a club visit, area contest or DEC meeting.

Brief description of the event: \_\_\_\_\_

Division Governor travel to an event other than a Division contest, Division TLI or DEC meeting.

Brief Description of the event: \_\_\_\_\_

Contest refreshment/supplies cost anticipated to be in excess of \$25 for Area contest or \$50 for Division contest due to unusually large expected attendance

Other, please describe \_\_\_\_\_  
\_\_\_\_\_

Please provide a brief explanation as to why you believe the expense is necessary and should be reimbursed by the District: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved                      District Governor's Signature and Date

Rejected                              \_\_\_\_\_