

Paula Rodgers
3327 Lawrence 1120
Miller, MO 65707

DISTRICT EXPENSE REIMBURSEMENT REQUEST



<u>1st Vice-District GOVERNOR</u>	<u>2nd Vice-District GOVERNOR</u>	<u>CABINET SECRETARY</u>	<u>CABINET TREASURER</u>
Tammy James 12820 Hwy AD Falcon, MO 65470	Marlene Payne 1519 Anderson Dr Carl Junction, MO 64870-9509	Dawna Morris 5810 State Hwy WW Verona, MO 65707	Linda Dohmen 508 Highland Drive Monett, MO 65708 adohmen@sbcglobal.net

INSTRUCTIONS TO SUBMIT EXPENSES FOR REIMBURSEMENT

1. SUBMIT reimbursement requests *BY THE NEXT DISTRICT MEETING* after date incurred for timely financial reporting and reimbursements. All expenses must be submitted by June 30th
2. Attach ALL supporting documents, *i.e.* detailed receipts or invoices, digital map for mileage, etc. Credit card charge slips with totals only are NOT sufficient.
3. SIGN and date this form and attach receipts to it.
4. Submit this form and documentation to the Cabinet Treasurer (address above). Electronic submission to **adohmen@sbcglobal.net** is allowed. Call **417-235-4702** with questions.

Please use the District SALES TAX EXEMPTION LETTER when making purchases on behalf of the District to preserve our district funds!

DETAILS OF EXPENSES TO BE REIMBURSED (attach a separate sheet if needed):

DATE	AMOUNT	DESCRIPTION	COMMITTEE / BUDGET CATEGORY

TOTAL AMOUNT REQUESTED: \$ _____

SUBMITTED BY: _____ *(Signature and Title)*

DATE: _____ **PHONE:** _____ **Email:** _____

(For Treasurer Use Only)
PAYMENT VOUCHER

Check # _____ Date: _____ Amount: \$ _____
Paid to: _____ Method of Delivery: _____
Account posted: _____

NOTES: