

REIMBURSEMENT FOR COMMITTEE EXPENSES

1. All requests for reimbursement must be submitted as soon as possible following the completion of your committee's function. Check your committee's budget PRIOR to spending!
2. Final deadline to submit any requests is June 10th.
3. COMPLETE BOTH FORMS BELOW. Send one to the Country Treasurer and retain one for your file.

COMMITTEE EXPENSE REIMBURSEMENT FORM

Today's Date: _____

Name of Committee Chairperson: _____

Name of Committee: _____

Expense Budget: \$ _____ (Check with County Treasurer if you are unsure!)

Itemized Expenses: _____

Amount Requested: \$ _____ (Receipts Attached)

Make Check Payable to: Name: _____

Address: _____

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