

### Reimbursement of Expense Request

**Directions:** Complete this form and submit it to your Executive Committee Liaison for each Council Committee expense. The Liaison will forward the approved payment request to the Treasurer.

**Committee:** \_\_\_\_\_

**Committee Chair:** \_\_\_\_\_

**Executive Committee Liaison:** \_\_\_\_\_

Make check payable to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The expense \_\_\_\_ (was) \_\_\_\_ (was not) on the committee's approved budget.

Description of the expense (attach all receipts and/or invoices):

**APPROVAL:**

Received by: \_\_\_\_\_  
(Executive Committee Liaison)

Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
(Council Treasurer)

Date: \_\_\_\_\_

Check number: \_\_\_\_\_

Date: \_\_\_\_\_