

# FILA Expense Reimbursement Form

Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

Expense Date	Class, Event, or Category	Description	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signature: \_\_\_\_\_

Total Expenses: \_\_\_\_\_

For official use only

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

Check #: \_\_\_\_\_

Approved by: \_\_\_\_\_

## Instructions:

- 1.) Complete this form and attach receipts
- 2.) Get approval from FILA Board Member as appropriate. (see Reimbursement Approval Process below)
- 3.) Submit form to the Treasurer by the 20th of the month in order to receive reimbursement by the end of the month.

## **Reimbursement Approval Process:**

**For Pre-Approved reimbursements (budgets have been submitted & approved -- classes, events, etc):** Submit reimbursement to Treasurer for approval.

**For all other reimbursements:** Executive committee must approve the reimbursement, and this form must be signed by two of the three members of the Executive committee.

**Reimbursement requests must be submitted by one week following the end of a semester. Requests made after these dates will not be honored.**