Learning in Retirement

Request for Reimbursement

(Revised Sept 12, 2008)

1. Request made by _____ Date_____

2. Purpose and details of expenditures including dates:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

3. Total Reimbursement Amount Requested _____ Date _____

4. Receipt Attached? (Preferred) – Yes No Not Available

5. Make check payable to _____

6. Address _____

7. Phone Number _____

8. Payment Approval By _____- (print plus Signature)

---------- Date _____

For Treasurer's Use

9. Paid by Check Number _____

10. Date of Check - _____