



EXPENSE REIMBURSEMENT FORM

Please complete form below and submit (with copies of all receipts) to treasurer@eugene2030.org

All forms must have Project Chair, Committee Chair, or Board approval. If you are a Chair submitting for or approving reimbursement, please ensure that requested reimbursement falls within project or committee budget.

Expense will not be reimbursed without Chair approval and copies of all receipts.

Please submit vouchers within 14 days of event. Reimbursement within 2 weeks of receipt of complete submission.

Name: _____ Date Submitted: _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____ Phone Number: _____

Committee/Project Name/Description: _____

Description of Items for Reimbursement:

	<u>Item Description</u>	<u>Quantity</u>	<u>\$ Amount</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

TOTAL EXPENSES: _____

Member Signature: _____

Chair Signature: _____