

Expense Rebursement Request

AGEHR – AREA 1

Instructions:

1. Download the form and save on your desktop before filling out.
2. Open the file from your desktop. Fill out and email to treasurer@agehrarea1.org
3. If using U.S. Post please send in time for delivery before the event.
4. List all expenses and amounts that you paid out of pocket for the event.
5. Be sure to list the event in the budget line.
6. If you need more room please use the second sheet.
7. Email or send this form and scanned receipts to the treasurer at the address listed.

Date _____ Amount _____

Please Pay To: _____

Address: _____

City: _____ State: _____ Zip: _____

Please fill in all requested information and mail or email to Sue Chamberlin at:
 1585 First NH Turnpike
 Northwood NH 03261
 Email: treasurer@agehrarea1.org

Requests will be processed within 15 days of receipt.

Description (person to be paid or item to be reimbursed)	Amount	Event Name or Budget item
Subtotal this page		
Subtotal back page		
Total		

(Treasurer Use Only)

Approved by _____ Date _____

Chair approval if over \$100 _____ Date _____

Date Paid _____ Check Number _____

