

ROTARY CLUB OF HISTORIC FOLSOM	INSTRUCTIONS:
EXPENSE REIMBURSEMENT FORM	1) Complete Form / Attach Receipts / Signature
	2) Should be Pre-Approved by President per Budget President Jay – alling@yahoo.com Treasurer Bruce – brucewoodbury1@gmail.com
	3) President will approve & forward to Treasurer for payment

DATE OF ACTIVITY: _____

MEMBER NAME: _____

MEMBER ADDRESS: _____

REIMBURSEABLE ACTIVITY:

ITEMS TO BE REIMBURSED (BY RECEIPT – PLEASE ATTACH):

ITEM #1: _____	\$ _____
ITEM #2: _____	\$ _____
ITEM #3: _____	\$ _____
ITEM #4: _____	\$ _____
ITEM #5: _____	\$ _____

Total

APPROVAL:

(Member Signature)

(DATE)

(President Signature)

(DATE)