



Rotary Club of Skidaway Island Expense Reimbursement Request

If you have personally paid for expenses on behalf of the Club, and are seeking reimbursement, please download this form. Complete it, and submit it to Treasurer Lynn Gensamer for processing. Thank you.

Your Name:

Amount of Request: \$

Nature of the Expense:

(Description, including dates of the expense for which you are requesting reimbursement. Example – Registration fee for District Assembly I attended in Dublin on July 8, 2017.)

List the receipts you have attached (with amounts circled):

- 1.
- 2.

Note:

- There must be a receipt for every expense for which you are requesting reimbursement. NO receipt, NO reimbursement.
- Scans or copies of receipts including credit card statements are acceptable.
- Requests should be submitted promptly and in the fiscal year incurred.

Signature:

Date Submitted: