**Expense Reimbursement Authorization Form**

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| --- | --- |
| Name |  |
| Amount: |  |
| Check Payable to  (if different from person submitting this form):  Include address of payee. |  |
| Explanation:  (Please be very specific if this is reimbursement for a specific club project, e.g. Tree Sale, Winterfest, President's discretionary, etc.)  Is board approval required for the expense? Has it been given? |  |
|  |

**Please attach a receipt to this form before Submitting to Treasurer!**

**(May be submitted electronically with photo or scan of receipt to treasurer@sp-ce-rotary.org)**