**Expense Reimbursement Authorization Form**

|  |  |
| --- | --- |
| 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)**