

**Rotary International District 5870**  
**Request for Payment/Reimbursement**

Person requesting payments/reimbursement \_\_\_\_\_

Your phone number \_\_\_\_\_ Email \_\_\_\_\_

District Committee \_\_\_\_\_

Amount Requested \_\_\_\_\_ Budget Line Item/Account \_\_\_\_\_

Explanation of expense \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Payable to \_\_\_\_\_

Address for Payee \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Person requesting payment

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval of District Governor

\_\_\_\_\_  
Date

**Procedures for Payment:**

1. *Complete Request for Payment*
2. *Attach invoice.*
3. *If request is for mileage, please show computation.*
4. *Send to District Governor Jerry Chapman for approval at:*  
11201 Pickfair Drive, Austin, TX 78750  
or email: [jwchap@yahoo.com](mailto:jwchap@yahoo.com)

**District Governor Jerry Chapman will forward to District Treasurer Charles Harrison**

Any questions please contact: Charles Harrison  
11214 Taterwood Drive, Austin, TX 78750  
[charrison49@twc.com](mailto:charrison49@twc.com)