



Request for Payment/Reimbursement
2022-23

Person requesting payments/reimbursement _____

Your phone number _____ Email _____

District Position/Committee _____

Amount Requested _____ Budget Line Item/Account _____

Reason for Reimbursement _____

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 or receipt
3. If request is for mileage, please attach the reimbursement worksheet
4. Send to District Governor for approval at:

Shannon Coleman
19608 Mallard Pond Trail, Pflugerville, TX 78660
or email: shannoncolemanrotary@gmail.com

District Governor Shannon will forward to the District Treasurer for payment