



**GFWC-South Brunswick Islands, Inc.
Request for Reimbursement**



Club Member Name: _____ Date : _____

Reimbursement Amount: _____

Receipt Attached: Yes _____ No _____

Activity: _____

Comments: _____

Club Member Signature Date

Treasurer Only:
Reimbursed to: _____
Date Reimbursed: _____
Check Number: _____
Budget Line Item: _____
Program: _____
(Arts, Conservation, Education, Home Life, Public Issues or International Outreach)

Please note: Requests for Reimbursements must be approved and budgeted prior to club member incurring the expense. Please contact the Treasurer or President if you have questions regarding reimbursement. Requests for reimbursement should be submitted to the Treasurer within 30 days of incurring the expense. Thank you!