



# Request for Expense Reimbursement or Bill Payment

To request reimbursement for expenses or payment of a bill:

- Fill out this form.
- Attach the **original** receipts or bills.
- Submit the form for approval to the chair of the committee from whose account payment will be made (e.g., the Kitchen Tour account).
- Submit the form to the AAUW branch treasurer.

Questions? Call or email the treasurer before submitting the request.

Name: \_\_\_\_\_

Address (if requesting reimbursement): \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Reimbursement Request

Item	Amount	Account	Subaccount

## Bill Payment Request

Vendor	Amount	Account	Subaccount

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Paid by: \_\_\_\_\_ Check #: \_\_\_\_\_ Date: \_\_\_\_\_