

District 52 Toastmasters



Reimbursement Form 2016-2017

Make check payable to: _____ District Office/Position: _____

Requester's Name: _____ Phone: _____ Division: _____ Area: _____

Mailing Address: _____ City: _____ State: _____ Zip Code: _____

Reimbursement of any approved expense on behalf of the District must be submitted on this form to the District Director. Attach original receipts and submit **within 45 days**. Reimbursement requests beyond **45 days** may be denied. Pending the availability of funds, will forward approved reimbursement forms to the District Finance Manager for payment. If reimbursement is urgent, please inform the District Governor. Expenses over **\$500** have been discussed and approved by the following DD ___ PQD ___ CGD ___ FM ___ COMMITTEE ___

Send completed forms to:
 Lawrence Quesada
 District 52 Finance Manager
 17640 Lassen St Unit 2 Northridge CA 91325 email: financemgr@district52.org

Date	Event	Amount	Description	District Use Only Budget Acct Number

Total Amount Requested

If a single expenditure is more than \$500 or a check is payable to the district director or finance manager, approval by the PQ Director or CG Director is required.

Requester's Signature: _____ Email: _____ Date: _____

Approved By: _____ **CG Director** Date: _____

Approved By: _____ **PQ Director** Date: _____

Approved By: _____ **District Director** Date: _____

Finance Manager: _____ Date: _____ Check# _____ Date cleared: _____

1. Complete this form. **2.** Attach organized receipts. Tape receipts smaller than this piece of paper to a piece of plain white paper. Multiple receipts may be taped to one page. Clearly indicate which amount on the receipt is being requested for reimbursement and note the corresponding number as listed below. **3.** Return to the Finance Manager (address above). **4.** The district director reviews, approves, and forwards to the finance manager for payment. **5.** Receipts submitted more than 45 days from the date of the expense may be considered unreimbursable.