



# THE AMHERST GARDEN CLUB

## Expense Reimbursement Request Form

- *Please fill and sign this form.*
- *Attach receipts and relevant documents (originals, scans, or photos from a mobile device) pertaining to the requested amount.*
- ***Submit them to the chairperson in charge of this budget line item in person or electronically. The chairperson's signature must be on the form before the form and receipts are sent to the Treasurer.***
- *Finally, the completed form with the required signatures and attachments are to be given or forwarded electronically to the Treasurer at **AGCtreas@gmail.com***
- ***Use a separate Expense Reimbursement Request Form for each budget line being used.***

Date: \_\_\_\_\_

Amount: \_\_\_\_\_

Payee: \_\_\_\_\_

Payee Address: \_\_\_\_\_

Reason for Payment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Your Signature: \_\_\_\_\_

Signature of Chairperson responsible for Budget Line: \_\_\_\_\_

Budget Line to be Charged: \_\_\_\_\_

Treasurer's Note:

Check Date: \_\_\_\_\_

Check #: \_\_\_\_\_

*Please cash the check promptly after receiving it.*