

Expense reimbursement request

Name of the person requesting approval:

Nature of the activity:

Dates of the activity:

Proposed expenses:

No	Item	Number	Cost per unit	Cost	Purpose
1					
2					
3					
4					
5					
6					
	Total				

Total requested:

Approved by Treasurer (name, date)

Complete this form and email to the Treasurer no later than a week before the activity so the Treasurer can get the expense approved by the Board.

Only Treasurer approved and signed form is valid and only such expenses will be reimbursed.

PayPal refunds are free to PAC and you receive your money much faster. What is the PayPal Address we can use?