**Expense reimbursement request**

Name of the person requesting approval: TYPE HERE

Nature of the activity: TYPE HERE

Dates of the activity: TYPE HERE

Proposed expenses:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No | Item | Number | Cost per unit | Cost | Purpose |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
|  | Total |  |  |  |  |

Total requested: Click here to enter text.

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? TYPE HERE