



REIMBURSEMENT FORM

Submit form **AND RECEIPT** to: treasurer@impact100metrodenver.org

NAME: _____

EMAIL ADDRESS: _____

MAILING ADDRESS _____

DATE: _____

AMOUNT TO BE REIMBURSED: \$ _____ **NOTE: RECEIPT(S) MUST BE ATTACHED IN ORDER TO BE REIMBURSED**

WHAT COMMITTEE WAS THE EXPENDITURE FOR: _____

PURPOSE OF EXPENDITURE:

Is this expenditure included in the current budget? If yes, the Committee Chair must approve either by signing this form or you can attach an email providing the authorization from the Committee Chair.

Committee Chair Signature

If the expenditure is not included in the current budget, the Vice President who will be responsible for covering these expenses must approve by either signing this form or you can attach an email providing the authorization from the Vice President.

Vice President Signature