



Executive LeTip of West L.A. Expense Reimbursement Form

1. Complete form and obtain approval from committee chairperson and president prior to submission to treasurer.
2. Attach all receipts.
3. Submit to treasurer.

Note: Requests under \$25. must be submitted in keeping with appropriate committee's approved budget.
Expenses over \$25. must be pre-approved by Board majority and included in Board Minutes.

Requestor Name		
Payee Name (if different):		
Street Address		
City, State, Zip		
Expense Type (e.g. Postage, Printing)	Purpose/Committee (Membership, Secty, etc)	Amount (List separately)
		\$
		\$
		\$
		\$
		\$
Committee Approval: (Also Print Name)		Date:
President Approval:		Date:
Requests by President require another Board signature	Board Position:	Date:
Treasurer's Use Only:		
Payee:	Amount: \$	Check #
Date:	Initials:	