



WSRC Expense Reimbursement Form

Fill out the form below completely. All receipts should be attached to the form and emailed to the President-elect or Past President **AND** the Treasurer. All items should have pre-approval from the Budget & Audit Committee. Submit expense requests and descriptions no later than 4 weeks **BEFORE** purchase date with a quote, unless otherwise specified by the Budget & Audit Committee. If expense requests are submitted after purchase, there is no guarantee the Committee will grant reimbursement.

Date Submitted _____

Submitted by _____

Date Funds Needed by _____

Phone & Email _____

Send Check to (name) _____

Address _____

City/State/Zip _____

Description of Purchase	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total	_____

Treasurer Use Only		
Check Number	Amount	Date
Circle One:		
Approved/Denied	Reason for denial:	