

REIMBURSEMENT REQUEST FORM



Name _____

Bank Account Number _____

Bank Account Name _____
(if different from your name)

NOK Amount	Description	Purpose	Comments	Approving Board Member Sign-Off
Total				

PURPOSE CHOICES

- Appreciation Gift
- FAWCO Conference
- Fjord Flyer
- Fundraising Event Supplies
- Information Brochures
- Library
- Member Meeting Hostess
- Membership Directory
- Membership Supplies
- Scholarship Committee
- Website

INSTRUCTIONS

- 1) Please familiarize yourself with the rules of reimbursement, as outlined in the American Women's Club of Oslo's Standing Rules. Expenses must qualify for reimbursement by the Club.
- 2) Each item on this form must have a corresponding receipt.
- 3) Each item must be signed for by the appropriate Board member, depending on its purpose.
- 4) This completed form and its accompanying receipts may be submitted electronically via email, or printed out and submitted in person.
- 5) If you have more items to claim than available spaces on this form, divide your reimbursement request among multiple forms.

For Treasurer's Use Only

Amount Reimbursed _____

Date Reimbursed _____

Initials for Cash _____

TREASURER | RECIPIENT