

DISTRICT 45 REQUEST FOR REIMBURSEMENT 2009-2010

Name: _____ Date of Request: _____

Check to be made payable to: _____

Address: _____

Request for reimbursement of any expense for District 45 must be made on this form. Only requests accompanied by receipts and falling within the guidelines established by TMI as acceptable expenses will be processed. Please number each receipt and indicate receipt number under the reason for expense. Return this form with attached receipts to:

Wendy Harding, DTM 682 Dobie Street, Fredericton, NB Canada E3A 2Z1

Note: Requests must be made monthly. Those received by the 15th of the month will be paid by the first Monday of the following month.

Date	Reason for Expense (include receipt numbers)	Line # (to be added by DG)	Education and Training		Promotion/Marketing		Club Administration		Other	
			Travel	Supplies	Travel	Supplies	Travel	Supplies	Travel	Supplies
Totals										
Grand Total										

Travel is reimbursable at US\$.18/mile or CDN\$.20/km

Education and Training includes AG/Div Governor training, TLLs, etc.
 Promotion/Marketing includes club extension (starting new clubs), club rescue, promotion at various events, etc.
 Club Administration includes travel for club visits.
 Supplies include postage, telephone, copying or printing.

Paid by check #: _____ Date mailed: _____ Treasurer _____

Expenses were incurred in American/Canadian dollars (please circle one)

I certify the above as true: _____

Date: _____

Dist. Gov. approval: _____

Date: _____

