

COMMON THREADS QUILT GUILD – OHIO – **Expense Form**

REIMBURSEMENT PROCESS

Please submit expenses to the guild treasurer (Janet Histed 2018) with this form at guild meetings or other guild occasions. Documentation for the expense, such as contracts, receipts, bills, etc., **must** be included with the form. Expense requests and documentation will be reviewed by two board members, after which checks to reimburse guild members will be distributed at the next guild meeting.

If you wish to receive reimbursement sooner, you may email Janet at histej@aol.com with the expense information and documentation or to make any other special arrangements. Also, you may provide a self-addressed stamped envelope if you would like your check to be mailed before the next guild meeting.

Please contact Janet Histed with any questions about the reimbursement process.

Date Submitted: _____

Person submitting expenses: _____

Budget from which this should be subtracted: _____

List Each Expense and Attach Documentation	Amount (i.e. \$50.00)
1.	
2.	
3.	
4.	
Total Expense	

Paid by Treasurer: _____ Date: _____
Signature

2nd Approval: _____ Date: _____
Signature

Check #