



**EXPENSE REIMBURSEMENT PROCESS**

1. Submit **ALL** of the following to Janet Histed, *our 2019 Guild Treasurer*, at Guild Meetings or other Guild functions:
  - 2019 Guild Expense Form – This form, completely filled out.
  - Documentation for the Expense (ie. contracts, receipts, bills)
2. Submitted expense forms and accompanying documentation will be reviewed by two Executive Board Officers.
3. Checks will be cut and distributed to guild members with approved expenses at the next Guild Meeting\*.
  - \* - If you wish to receive reimbursement sooner, you may email Janet Histed, *our Guild Treasurer*, at [histej@aol.com](mailto:histej@aol.com) with the required documents specified above. Also, you may provide a self-addressed, stamped envelope if you would like your check to be mailed to you before the next Guild Meeting.

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
THIS SHOULD BE THE NAME OF PERSON SUBMITTING EXPENSES DATE SUBMITTED

**BUDGET CATEGORY:** \_\_\_\_\_  
THIS IS THE BUDGET AREA THAT THE EXPENSE(S) WILL BE SUBTRACTED FROM

<b>EXPENSE NAME</b> NOTE: PLEASE REMEMBER TO ATTACH DOCUMENTATION FOR EACH EXPENSE	<b>AMOUNT</b> FORMAT AMOUNTS LIKE \$50.00
<b>EXPENSE TOTAL ▶</b>	

Treasurer: _____ Date: _____	<b>PAID BY TREASURER</b>
Second Approval: _____ Date: _____	