

Expense Reimbursement Request

To help us track expenses in an orderly fashion, please fill out the following:

Date: _____ Amount: _____

Description of Expense: _____

Who to Reimburse: _____

Where to Send Reimbursement (Address):

Circle One.

General Fund

Charger Pride

Winter Guard

Jazz Band

Drumline

Pep Band

Uniforms

Fundraiser _____

Summary of Expenses (attach all receipts):