District 66

"When we execute what we are taught, we will get what we expect by DEFAULT"

Reimbursement Request 2016 - 2017

TOASTMASTERS INTERNATIONAL

Date		**District Office held**			
Name					
Address					
City			**State** VA	**Zip**	
Mobile Phone			**Landline Phone Evening**		
Email			**Landline Phone Day**		

Complete this form and send with original receipts to Kim Powell, District Treasurer. Failure to receive pre-approval for expenses may result in District 66's refusal to reimburse.

Charles Gates, District Director
5087 Kelso Street
Suffolk, VA 23435
dg@district66.org

Glenn Doggett, District Finance Manager
840 Fairway Drive
Waynesboro, VA 22980
434-227-6953, finance@district66.org

If expense exceeds $500 a Lt Gov's approval is also required on here
Or, if Treasurer or DG reimbursement.

Date expense was incurred	For travel, calculate round trip miles, round that number, put it in this column	multiply miles by .40, put it in this column	Other Expense Amount	Total Mileage Reimburse plus other expense reimburse	Description: Reason for expense. ***For travel*** enter to and from addresses (use two lines), purpose. Attach Google map, Mapquest or similar verification of miles to this voucher.
Total:					

Reimbursement should be made within 60 days of receipt of an authorized reimbursement request based on the availability of funds. If the request is turned in by the 20th of the month, reimbursement or attempt to contact will occur by month end.

Internal Use Only:

Check #:	
Amount:	
Date Paid:	