

Luke Chapter
MOAA
Reimbursement Request

Policy

Requests for reimbursement for chapter-related expenses in excess of \$100 must be made in writing and should be approved by the board in advance of expenditure. If the exact cost is not known in advance, a "not to exceed" amount may be requested. Reimbursements will be made base on available budgeted funds.

Requested By:		Date:
Amount Requested		
Description of Need		
Treasurer		
Received	Date:	Invoice/Receipt? Y N
Funds Available/Budgeted		
Account		
Sub Account		
Board Action	Approved/Denied	Date:
Amount Approved		
Signature		
Payment	Check #	Date