EXPENSES REIMBURSMENT REQUEST FORM

List expenses below and attach receipts to the back of this form. Please indicate where the expenses are to be applied in the relevant budget categories.

Item Description	$ Amount
Cash Advance:	
Total:	

BUDGET CATEGORIES: Please select a category and fill in the amount in the space below the category.

Equipment Purchasing	*Publicity*	*Fundraising*	*Professional Development*	*Other:*

Make check payable to:	
Signature:	Date:
For Treasurer's use only: Paid Check #	Date:

This form is for VAC use only.

Revised Feb 2007