

REQUEST FOR EXPENSE REIMBURSEMENT

When submitting reimbursement requests to the State Treasurer, please list expenses under the following categories.
 This information is necessary for preparation of the Federal Income Tax Return. Requestor should enter information above the double line.
 Note that the Federation has tax exempt status. Sales tax on items will not be reimbursed.

Item Description	Badges, Awards, etc.	Music License, Dues, Fees	Promotions/ Member Services	Funeral Flowers or Memorials	Postage and Shipping	Printing and Copying	Supplies	Equipment or Hardware (Purchase, Rent/ Maint)	Other Major Items	Misc Expense
Total										

Total Amount to be Paid: Amount to be Paid to:

Amount Requested by: Date:

Approved by: Date:

Paid by Check Number: Date: