

DUPAGE POWER SQUADRON

Request for Expense Reimbursement

Instructions: Members are asked to submit requests for expense reimbursements to the Squadron Treasurer through the respective department head under whose budget the expense falls using the form below. Do not combine expenses for different activities; submit a separate voucher for each type of activity.

To: Squadron Treasurer:

It is requested that a check for \$ _____ be issued to:

Name _____
Address _____
City, State, Zip _____
Phone (____) _____ - _____

Said expense was incurred for the following items: _____

Receipts are attached. These items were needed for the following:

Squadron Activity _____

Submitted by _____ Date _____
(Member's Signature)

For appropriate Department Head's use only:

Approved by _____ Date _____
(Department Head's Signature)

For Squadron Treasurer's use only:

Date received _____
Check number _____
Date issued _____