



LIONS CLUBS INTERNATIONAL  
DISTRICT MD26 - M6



**DISTRICT  
EXPENSE REIMBURSEMENT  
REQUEST**

<p><b><u>DISTRICT GOVERNOR</u></b> Theresa Kee 22087 Lawrence 1100 Monett, MO 65708</p>	<p><b><u>1st Vice-District GOVERNOR</u></b> Phyllis Krebs 3633 W Morningside Pl Springfield, MO 65807</p>	<p><b><u>2nd Vice-District GOVERNOR</u></b> Bob Bartelsmeyer 133 Circle Dr. Monett, MO 65708</p>	<p><b><u>CABINET SECRETARY</u></b> Phil Krebs 3633 W Morningside Pl Springfield, MO 65807</p>	<p><b><u>CABINET TREASURER</u></b> Toni Morris 23443 Hwy H Lebanon, MO 65536 <b>pdgtmm@gmail.com</b></p>
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**GUIDELINES / INSTRUCTIONS TO SUBMIT EXPENSES FOR REIMBURSEMENT:**

Please use the District SALES TAX EXEMPTION LETTER when making purchases on behalf of the District to preserve our district funds!

SUBMIT reimbursement requests *BY THE 20th* of the following month (*i.e.* July expenses submitted by August 20th)

1. Attach ALL supporting documents, *i.e.* detailed receipts or invoices, digital map for mileage, etc. Credit card charge slips with totals only are not sufficient.
2. SIGN and date this form and attach receipts to it.
3. Submit this form and documentation to the Cabinet Treasurer (address above). Electronic submission to **pdgtmm@gmail.com** is allowed. Call 417-718-7356 with questions.

**DETAILS OF EXPENSES TO BE REIMBURSED** (attach a separate sheet if needed):

DATE	AMOUNT	DESCRIPTION	COMMITTEE / BUDGET CATEGORY

**SUBMITTED BY:** \_\_\_\_\_ (Signature and Title)

**DATE:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_ **Email:** \_\_\_\_\_

(For Treasurer Use Only)  
**RECORD OF PAYMENT**

Check # \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Paid to: \_\_\_\_\_ Method of Delivery: \_\_\_\_\_

Account posted: \_\_\_\_\_

NOTES: