



LIONS CLUBS INTERNATIONAL
DISTRICT MD26 - M6



DISTRICT
EXPENSE REIMBURSEMENT REQUEST

<u>DISTRICT GOVERNOR</u>	<u>1st Vice-District GOVERNOR</u>	<u>2nd Vice-District GOVERNOR</u>	<u>CABINET SECRETARY</u>	<u>CABINET TREASURER</u>
Toni Morris 23443 Hwy H Lebanon, MO 65536	Theresa Kee 22087 Lawrence 1100 Monett, MO 65708	Phyllis Krebs 3633 W Morningside Pl Springfield, MO 65807	Phil Krebs 3633 W Morningside Pl Springfield, MO 65807	Marlene Payne 1519 Anderson Dr Webb City, MO 64870

INSTRUCTIONS TO SUBMIT EXPENSES FOR REIMBURSEMENT:

1. Attach ALL supporting documents, *i.e.* detailed receipts, digital map for mileage, etc.
2. Sign and date this form and attach receipts to it.
3. Submit this form and documentation to the Cabinet Treasurer. Electronic submission to mpschool@hotmail.com is allowed. Call 417-717-1188 with questions.
4. For reimbursement from an account OTHER THAN the administrative account, indicate the account to be used: _____
5. Which administrative budget line or district activity does the expense relate to? _____

LIST EXPENSES TO BE REIMBURSED (attach a separate sheet if needed):

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: _____

