

**EAA CHAPTER 55**  
**EXPENSE REIMBURSEMENT REQUEST FORM**

DATE: \_\_\_\_\_

TO: TREASURER OF EAA CHAPTER 55

REQUESTED BY: \_\_\_\_\_

<b>ITEMIZED EXPENSES TO BE REIMBURSED (ATTACH RECEIPTS FOR EACH ITEM):</b>	
<b>DESCRIPTION:</b>	<b>AMOUNT:</b>
Postage	
Copies	
<b>GRAND TOTAL EXPENSES TO BE REIMBURSED:</b>	<b>\$</b>

PURPOSE FOR EXPENSES: \_\_\_\_\_  
\_\_\_\_\_

APPROVED & AUTHORIZED BY: \_\_\_\_\_  
(PRINT NAME)

**FOR TREASURERS USE ONLY:**

PAYMENT BY CASH OR CHECK NO: \_\_\_\_\_ DATE: \_\_\_\_\_