

SUNLAND TUJUNGA NEIGHBORHOOD COUNCIL

EXPENSE REIMBURSEMENT FORM

This form is to be used for preapproved expenses that need reimbursement.

This must be accompanied by original receipts attached.

This form must be signed by the Chairman of the committee that incurs the expense.

Committee: (Circle one)

• OPERATIONS • ELECTIONS • DAC

• OUTREACH • SAFETY • COMM PROJ

• OTHER _____

Expense Category:

Committee Chairman's Approval:

Date:

ITEM	QTY	description of item	reason for purchase	cost
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
				Total

SUBMITTED BY:(print name)

Notes:

SIGNATURE:

DATE:

Treasurer Signature:

Date:

PHONE:

*** NOTE: A SEPARATE FORM MUST BE FILLED OUT FOR EACH COMMITTEE.**