



## San Juan Rotary Club Expense Reimbursement Request Form

For reimbursement of purchases made out-of-pocket, please complete this form and submit to the Club Secretary by the 10<sup>th</sup> of the month after the expense was incurred. The Club does not reimburse for fuel purchases, but rather for mileage. Requests for mileage reimbursements must include the location travelled to and from as well as the total miles travelled. We currently reimburse \$.55 per mile travelled.

Date: \_\_\_\_\_ Requestor Name: \_\_\_\_\_

**Expenses to be considered for reimbursement consideration (Please include receipts):**

Date	Vendor	Reason for Expense	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Reimbursement Total:** \_\_\_\_\_

I certify that the above expenses were incurred while conducting business on behalf of the San Juan Rotary Club and that I am requesting to be reimbursed for these expenditures.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date