

Danville Rotary Club Reimbursement Request

Please complete this form to receive reimbursement for club expenses.

Date			
Amount of Reimbursement		Requested By (Please Print):	
Description of Expense			
Signature			
To be completed by Treasurer			
Amount Approved		Check number:	
Approved By			

Please return this form with all copies of all receipts to treasurer Keith Souza. If you don't have a receipt, please note that in the description above. Reimbursements are processed as quickly as possible.