



2009-2010

# Georgetown Homeschool Group

*New Leadership, Same Christian Values*

## Request for Financial Reimbursement

Name of Individual Requesting Reimbursement: \_\_\_\_\_

Class or Club Expense Gets Allocated to: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Requested Amount: \_\_\_\_\_

Organization/Person to provide service or merchandise:

\_\_\_\_\_

Item Description: \_\_\_\_\_

Signature: \_\_\_\_\_

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### Procedure for Reimbursement:

1. Complete the above section of the reimbursement request.
2. Present to the director for approval. The director and the financial representative of the board will present any requests for their reimbursement of expenses to the secretary of the board for approval.
3. The approving agent will present approved request to the financial representative on the board for reimbursement to be issued to the requestor within 30 days.