South Nassau Unitarian Universalist Congregation 228 South Ocean Ave., Freeport, NY 11520, (516) 623-1204 E-mail: SNUUC@optonline.net Web: www.snuuc.org

## **EXPENSE REIMBURSEMENT REQUEST FORM**

Date submitted:	
Submitted by:	
Phone:	
Make check payable to:	
Name:	
Address (required):	
<b>Delivery:</b> Mark which applies:	

\_\_\_\_\_ Send directly to payee

- \_\_\_\_\_ Send to person submitting this request
- \_\_\_\_\_ Hold at SNUUC for pick by: \_\_\_\_\_

Describe each expense and its purpose.	Committee/ budget category to charge	Amount

Please remember to attach receipts for each item. Keep a copy for your committee's records. Place signed form/receipts in the RED Folder in the vertical file on the credenza in the SNUUC office.

Authorized by: \_

(Committee Chair, please state role.)

On date: \_\_\_\_\_

SNUUC Expense Reimbursement Form: Updated 6.28.2019. Questions on how to handle expense reimbursements? Contact the Treasurer or SNUUC office.