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## Region F

## Expense Reimbursement Form

This form is to be used to request reimbursement for authorized SWE Region F Section expenditures. Reimbursement is contingent upon adequate funds remaining in the specified budget line. Please complete the information requested and *return it with accompanying original receipts taped to a sheet of 8.5” x 11” paper no later than 60 days after the event* to the SWE Region F Treasurer at:

[regionf.treasurer@swe.org](mailto:regionf.treasurer@swe.org)

FY14 SWE Region F Treasurer is Cherie Cain

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Date:** |  |
| **Address:** |  |  |  |
| **Description of Expense:** | **Date:** | **Amount:** | **Budget Line Item:** |
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| **TOTAL TO BE REIMBURSED:** | | **$** |  |
| **Signature:** | | |  |

## Please check here if you would like your reimbursement check to be used as a donation to the Society of Women Engineers Region F. Receipts must be submitted even if donating expenses. You will receive a letter thanking you for your donation and to use for tax purposes.

**For treasurer use:**

Pre-approved by officer contact: Date

Budget review by treasurer: Date

Account #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check #: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date