

# 2017 "Just For Fun" Expense Reimbursement Form

Event Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Event Planner \_\_\_\_\_

Phone (\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_ Email Address \_\_\_\_\_

Address \_\_\_\_\_

Return to: Richard Grosvenor 1434 Sea Gull Ct Punta Gorda FL 33950 (941) 204 7313

## Expenses

Food \$\_\_\_\_, \_\_\_\_\_. \_\_\_\_.

Beverages \$\_\_\_\_, \_\_\_\_\_. \_\_\_\_.

Paper Goods (cups, plates, etc) \$\_\_\_\_, \_\_\_\_\_. \_\_\_\_.

Decorations \$\_\_\_\_, \_\_\_\_\_. \_\_\_\_.

Entertainment \$\_\_\_\_, \_\_\_\_\_. \_\_\_\_.

Gifts / Door Prizes \$\_\_\_\_, \_\_\_\_\_. \_\_\_\_.

Tips \$\_\_\_\_, \_\_\_\_\_. \_\_\_\_.

Rental \$\_\_\_\_, \_\_\_\_\_. \_\_\_\_.

Office Supplies \$\_\_\_\_, \_\_\_\_\_. \_\_\_\_.

Misc. Expenses \$\_\_\_\_, \_\_\_\_\_. \_\_\_\_.

Misc. Details \_\_\_\_\_

**Expenses Total** \$\_\_\_\_, \_\_\_\_\_. \_\_\_\_.

**Please circle all reimbursable items and submit all receipts with this form.** If you anticipate spending more than \$100, please check with the treasurer to make sure funds are available.

\_\_\_\_\_ Official Use \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Ck # \_\_\_\_\_ Payee \_\_\_\_\_ \$ \_\_\_\_\_

Authorization \_\_\_\_\_