

# 2018 "Just For Fun" Expense Reimbursement Form

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

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

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

Address \_\_\_\_\_

Return to: Jerry Platt 1416 Mediterranean Dr Punta Gorda, FL 33950 803-640-8472

## 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 on receipts and submit all with this form.

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

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

**Treasurer Authorization** \_\_\_\_\_