Clan Henderson Society

Expense Reimbursement Request

Event: _____ Event Date: _____

Submitted By: _____ Submit Date: _____

To: VP/Operations, Clan Henderson Society

I request reimbursement, in the amount of _____ for the following expenses:

Description	Price ea.	Qty.	Total (incl Tax)
Grand Total			

Please mail the check or direct questions to:

Name:
Address:
City: State: Zip:
Phone: Email:

Instructions: Submit this form to the VP, Operations and to the Treasurer. It may be mailed or submitted electronically via email.