



EXPENSE REIMBURSEMENT PROCESS

1. Submit ALL of the following to Linda West, our 2020 Guild Treasurer, at Guild Meetings or other Guild functions:

- 2020 Guild Expense Form – This form, completely filled out.
• Documentation for the Expense (ie. contracts, receipts, bills)

2. Submitted expense forms and accompanying documentation will be reviewed by two Executive Board Officers.

3. Checks will be cut and distributed to guild members with approved expenses at the next Guild Meeting*.

* - If you wish to receive reimbursement sooner, you may email Linda West, our Guild Treasurer, at treasurer@commonthreadsquilt.org with the required documents specified above. Also, you may provide a self-addressed, stamped envelope if you would like your check to be mailed to you before the next Guild Meeting.

NAME: _____ DATE: _____
THIS SHOULD BE THE NAME OF PERSON SUBMITTING EXPENSES DATE SUBMITTED

BUDGET CATEGORY: _____
THIS IS THE BUDGET AREA THAT THE EXPENSE(S) WILL BE SUBTRACTED FROM

Table with 2 columns: EXPENSE NAME and AMOUNT. Includes a footer row for EXPENSE TOTAL.

Treasurer: _____ Date: _____
Second Approval: _____ Date: _____
PAID BY TREASURER
 Check: _____