LRCCC Expense Reimbursement Request

Note: Reimbursement form must be submitted within 30 days of the date on the receipt. Request submitted without receipts will not be reimbursed. Purchases in excess of \$100 must be pre-approved by a majority vote of the board of directors.

Date		
Amount	Requested by	
Description of expense		
Signature		
Amount reimbursed	Received by	
Note: Reimburser on the receipt. Re Purchases in exc	ment form must be submitted within 30 equest submitted without receipts will not ess of \$100 must be pre-approved by a the board of directors.	days of the date of be reimbursed.
Date		
Amount	Requested by	
Description of expense		
Signature		

Signature