



# Request for Expense Reimbursement or Bill Payment

To request reimbursement for expenses or payment of a bill:

- Fill out this form
- Attach the **original** receipts or bills
- Submit the form for approval to the chair of the committee from whose account payment will be made (e.g. the Kitchen Tour account)
- Submit the form to the AAUW-WW branch treasurer

Questions? Call or email the treasurer before submitting the request

2021-23 Treasurer Kate Venneri  
 509-240-4445 [venneri.kate412@gmail.com](mailto:venneri.kate412@gmail.com)

Name \_\_\_\_\_

Address (if requesting reimbursement) \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Reimbursement Request** (more lines on back)

Item	Amount	Account	Subaccount

**Bill Payment Request** (more lines on back)

Vendor	Amount	Account	Subaccount

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Paid by \_\_\_\_\_ Check # \_\_\_\_\_ Date \_\_\_\_\_

