

Request for Reimbursement

Stillwater Habitat for Humanity

To be reimbursed for expenses paid on behalf of Stillwater HfH complete the information below. Whenever possible receipts supporting the claim should accompany this form. In some cases expenses may need to be allocated to different activities, classes or committees. If so put the amounts on separate lines and indicate by a { that the lines are all for one expenditure. Note the examples for some entries given below.

Committee/Officer: Family Support, Family, Selection, Public Relations, ReStore, Building, President, Secretary, etc.

Class: **P** Program Services (for most things), **M** Management, or **F** Fundraising.

Activity: House dedication, advertising, conference, board meeting, presentation, etc.

Name: _____

Date	Amount	Paid To	Committee/Office	Class	Activity	Description of the expense

Signature: _____ Date: _____