



**2022 EXPENSE REIMBURSEMENT REQUEST**

**DATE:**

**NAME:**

**AMOUNT:**

**EVENT/PURPOSE:**

*Please note all expense requests must include receipts and must be submitted within 14 days of event (10 days for the Holiday Party). Financial Secretary will confirm funds were allocated in budget and President will approve reimbursement. President Elect must approve expenses by Chapter President.*

**Budget Approved By:**

\_\_\_\_\_

**Date:** \_\_\_\_\_

**Reimbursement Approved By:**

\_\_\_\_\_

**Date:** \_\_\_\_\_

**If you wish to have a check mailed please provide address:**

\_\_\_\_\_

**For questions, please contact the Treasurer Corey Roediger at 810 623 8826 or**

**[CRoediger@hancockmortgage.com](mailto:CRoediger@hancockmortgage.com)**