



**Occoneechee Lodge Expense Reimbursement Form**

This form must accompany all requests for reimbursement made against Occoneechee Lodge. No compensation will be provided otherwise. All expenses must be approved by Key 11 member with authority over the corresponding department prior to disbursement of funds. All reimbursement requests must be submitted within 30 days of the expense.

<b>Name:</b>		<b>Submitted:</b>	
<b>Mail Check to:</b>			
Date	Description	Tax	Non-Tax Total
Totals:			
Total Amount to be Reimbursed			

**Key 11 Approval**

<b>Authorized by:</b>	<b>Date:</b>
<b>Cost Center:</b>	<b>Committee: (Optional)</b>
<input checked="checked" type="radio"/> Administration <input type="radio"/> Communications <input type="radio"/> Finance <input type="radio"/> Program <input type="radio"/> Other (Key 3)	

I authorize the payment of the above total amount to said member, to be debited against the above cost center and committee (if applicable).

Authorization: (signature)	Date:
<b>Office Use Only</b>	
<b>Status:</b>	<b>Total Amount:</b>
<input type="radio"/> Paid (Cash) <input type="radio"/> Paid (Council Check) <input type="radio"/> Rejected	
Reimbursed by:	Invoice Number: