



Fredericksburg Area Service League (FASL)

**EXPENSE REIMBURSEMENT FORM**

- *Only expenses accompanied by a receipt will be reimbursed.*
- *FASL is tax-exempt.*
- *Please use our TAX ID, because we do not refund sales tax on reimbursements.*
- *Our Tax ID is already registered at the F'bg Staples and F'bg A.C. Moore for sales-tax exemption on purchases (the store account #'s can be obtained from Treasurer).*
- *All reimbursement requests for an event/project/committee should be submitted to the FASL Treasurer within 2 weeks of the completion of an event/project.*

1) Name of Event/Project/Committee: \_\_\_\_\_

2) Name of Chair: \_\_\_\_\_

3) Date of Event/Project: \_\_\_\_\_

4) Name of Person to be Written on Reimbursement Check: \_\_\_\_\_

5) **Breakdown of Requested Reimbursement (please remember to attach all receipts):**

Advertising \$ \_\_\_\_\_

Products/Goods \$ \_\_\_\_\_

Services \$ \_\_\_\_\_

Miscellaneous (please explain) \$ \_\_\_\_\_

6) **Total Reimbursement Requested:** \$ \_\_\_\_\_

7) Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_