

**Falcon Drama Boosters
Expense Reimbursement Form**



Name (indicate how it should be written on the check) & Mailing Address:

Best way(s) to reach you with questions (call/text/e-mail):

Activity/Event/Show:

Supplies/Materials/Items Bought:

Purpose (ex: costumes, props, set, meals):

Amount of Reimbursement: _____

- We are a tax exempt entity and do not reimburse for taxes; if you use our tax exempt ID number when making purchases, you'll avoid paying taxes
- Attach the original receipt(s) (keeping a copy for your records)

Your Signature: _____ Date: _____

Please submit reimbursement requests within 2 weeks from closing night of show.

Approved by: Booster President or Vice President

Signature of Approval: _____ Date: _____