

Expense Reimbursement Form

All requests for money must be cleared through your committee chair (if applicable), the President, or the Treasurer.

No expenses will be reimbursed without:

- 1) authorization,
- 2) attached receipts, and
- 3) this form completed and signed.

INSTRUCTIONS: Use a separate form for each event or activity for which you claim reimbursement. Please be specific when describing your expense item.

Attach all receipts to the back of the form. Obtain authorization signature, sign and submit to:

Treasurer GFAA
P.O. Box 35-7007
Gainesville, FL 32635

Name _____ Date _____

Date	Item Description	Committee/Event/Purpose	Amount
TOTAL TO BE PAID			\$ _____

Check to be made payable and sent to: **Gainesville Fine Arts**

Requested by: _____ **Date** _____

Approved by: _____ **Date** _____