

Lakota West Upbeat Club

Check Request/Expense Reimbursement Form

All expenses must have prior approval from the Lakota West Upbeat Club Executive Board and must include a copy of the receipt. Non-approved expenses will not be reimbursed. *Please allow two weeks for reimbursement check to arrive.*

Date: _____

Items used for: _____

Itemize: _____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Amount of Reimbursement: \$ _____

Check Made Payable to: _____

Address: _____

Email: _____

Evening Telephone: _____

Signature: _____

Please email a scanned copy of the completed form along with scanned copies of all receipts to finance@lakotawestbands.org (preferred).

Or mail completed form with all receipts to:

Lakota West Upbeat Club
P.O. Box 1637
West Chester, OH 45071