

AFG District 10 – Expense Reimbursement Request Form

- If this request is for a Gratitude Event, pre-approval from the Gratitude Chairperson is required. If over budget, pre-approval from the D10 Panel 61 is required.
- All other reimbursement requests must be pre-approved by the DR, Alt DR or AISL.
- Receipts must accompany all requests for reimbursement.

WHY Service or Event	WHAT Items/Materials	Total Amount On Receipt	Reimbursement Amount or Love Gift

Pre-Approval Signature (DR, Alt DR or AISL): _____

Pre-Approval Signature (Gratitude Event): _____

Total Reimbursement Requested: _____

Total Love Gift to record: _____

Date & Amount of Reimbursement: _____

D10 Treasurers Signature: _____

Name & Address of Person Requesting Reimbursement:

