

EXPENSE FORM

BETHESDA FRIENDS MEETING EXPENSE FORM

This form is for reporting expenses incurred in the process of carrying out committee functions and activities for Bethesda Friends Meeting. You may request reimbursement or consider your expense as a donation-in-kind. Please give this form, along with a copy of your receipt, to our assistant treasurer, who will send you a check in the appropriate amount or record your gift in kind.

The form can be:

- Emailed, together with a scan of your receipt, to Asst. Treasurer (*see name in Directory*)
- or printed out and mailed, along with a copy of your receipt, to Asst. Treasurer (*see name in Directory*)

For requests over \$50, please have your Committee Clerk send an e-mail confirming your request to Asst. Treasurer (*see name in Directory*), with a copy to the Treasurer (*see name in Directory*).

Date:

Your name: email:

Expense amount: \$

In payment for:

Committee or account to be charged:

Amount to be reimbursed: \$ Amount as donation-in-kind: \$

Payable to: email:

Address of payee: