



## Request for Reimbursement

**Requestors Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Expense Details** (*List each expense separately*):

Purchased From	Event/Purpose	Amount
<b>Total Expenses</b>		

**Approvals (both required):**

Requestor Signature	Date

Committee Chair or Officer Signature	Date

**Instructions:**

- Complete Form – use additional forms if there isn’t enough room on one.
- Attach original receipts for each item.
- Make a copy for your records
- Send completed request via:

Email - [vpatreasurers@gmail.com](mailto:vpatreasurers@gmail.com)

Mail – Jenifer Soltwedel, Treasurer  
 Johnston Vocal Parents Association  
 9115 NW 72nd Cir  
 Johnston, Iowa 50131