

2009-2010 YPK Expense Report/Reimbursement Request Form

To: Jaime Varner, Treasurer
 Work phone: 380-3020
 Cell phone: 951-9696
 Fax: 380-3784
 Email: Jaime.Varner@claytonhomes.com

From: *Name:* _____
Address: _____

Phone Number: _____

Submitter signature: _____

Send check to home address Y / N ?
Will pick up check at next meeting Y / N ?

Date of Request: _____

Committee Chair approval/signature: _____

Finance Committee approval/signature: _____

Please complete and submit within 30 days of incurring expense
 Please itemize each expense below
 Must attach every receipt

Date	Expense Amount	Expense Description	Committee and/or Event Name

