



DISTRICT 50 • HAWAII
THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS



District Governor Lion Blayne Hanagami 2017-2018

Please Print

DISTRICT 50 EXPENSE REIMBURSEMENT FORM

Date _____

NAME _____

TITLE _____

CLUB _____

CHECK TO BE PAYABLE TO: _____

MAILING ADDRESS: _____

EXPENSE TYPE _____

PURPOSE (Ex: District Mtg) _____

USD AMOUNT OF REIMBURSEMENT REQUESTED \$ _____

Documentation noted below is required along with this form for reimbursement.

Non-Travel Related – Detailed Receipt of item(s) purchased

For Travel Expense -

- 1) Copy of ticketed travel itinerary including routing, airlines, flight numbers, class of service and arrival/departure dates and times
- 2) Proof of Purchase (copy of paid receipt or credit card transaction)

Claim for reimbursement can be submitted immediately after proof of purchase is received or bring form and receipts to District Meeting for reimbursement.

Please send to:
D50 Treasurer - Tamara Brown
P.O. Box 6533
Hilo, HI 96720
Tamara@tambrown.com

“Honor Our Past; Embrace Our Future”