



I hereby certify that I have incurred the following expenses in meeting the responsibilities of my office and request reimbursement by the District Secretary-Treasurer within the provisions of the budget and availability of funds of the District.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Indicate nature and purpose of expense: \_\_\_\_\_

Club Visitation Report enclosed?       Club Visitation Report Submitted on: \_\_\_\_\_

Items:	(Attach paid invoice where possible)	Amount:

**If reimbursement for travel, indicate the following:**

Date:	From:	To:	Miles	Amount or \$0. per mile.

Total Expenses \$ \_\_\_\_\_

Approved: \_\_\_\_\_  
Governor

**To be completed by District Secretary-Treasurer below:**

Budget Account(s) charged to:	Account No. _____	Amount: _____
	_____	_____
	_____	_____

Date: \_\_\_\_\_ By: \_\_\_\_\_  
District Secretary-Treasurer