



Occoneechee Lodge Expense Reimbursement Form

Request

This form must accompany all requests for reimbursement made against Occoneechee Lodge. No compensation will be provided otherwise. All expenses must be approved by Key 11 member with authority over the corresponding department prior to disbursement of funds.

Name:

Date:

Description of Expense:

Amount:

Total:

Key 11 Approval

Authorized by (print):

Cost center:

- ☐ Administration
☐ Programs
☐ Communication
☐ Finance
☐ Other (Key 3 only) _____

Committee (optional):

I authorize the payment of the above total amount to said member, to be debited against the above cost center and committee (if applicable).

Authorization (signature):

Date:

Official Use Only

Status:

- ☐ Paid (Cash)
☐ Paid (Council issued check)
☐ Rejected

Total Amount:

Reimbursed by:

Invoice No.: