



## THEATER BOOSTER CLUB: REIMBURSEMENT FORM

Person Requesting the Reimbursement (please print):

Name: \_\_\_\_\_

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

Cell Phone Number: \_\_\_\_\_ Home Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date:	Description:	Total Amount:

**Total Reimbursement Due: \$** \_\_\_\_\_

***\*Please tape your original receipts to an 8.5" x 11" sheet of paper and attach to your reimbursement request.***

*I hereby certify that the above is an accurate accounting of my expenses incurred on behalf of Redding School of the Arts, and I have attached copies of receipts and/or proof of payment.*

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

TBC Treasurer Signature: \_\_\_\_\_ Date: \_\_\_\_\_