



**Girls' Friendly Society, USA**  
**Request for Reimbursement**  
 Date: \_\_\_\_\_

Mail to: Margaret Nolde  
 GFS-USA Treasurer  
 2029 Lemnos Drive  
 Costa Mesa, CA 92626



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

Email Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Signature of Requestor: \_\_\_\_\_

**General Expenses (Must be accompanied by receipts)**

Date Paid	Vendor/Payee	Purpose of Expense	Committee/ Program	Amount	G/L Account (for Treasurer Use)
(Example) 9/24/16	(Example) Stop N Shop	(Example) Water bottles for meeting	(Example) National Board	10.00	
<b>Total</b>					

(ie: If breakfast is provided at the hotel, the max per diem is \$25. If lunch is provided at the meeting, the per diem is further reduced to \$15)

**Travel Expenses (except mileage, see below)(must be accompanied by receipts) Maximum meal cost per day: \$10 breakfast; \$10 lunch, \$15 dinner**

Date Paid	Vendor/Payee	Purpose of Trip	Names of all Travelers	Committee/ Program	Amount	G/L Account (for Treasurer Use)
(Example) 9/24/16	(Example) Residence Inn	(Example) 10/08/16 Board Meeting	(Example) Mary Townsend/ Elizabeth	Leadership Dev/ Youth	80.00	
<b>Total</b>						

**Mileage Expenses (must be accompanied by either gas receipts or proof of mileage from MapQuest, Google Maps, etc)**

Date Paid	Purpose of Trip	Names of all Travelers	Committee/ Program	Actual Cost (Gas Receipt)	OR	Miles driven	Mileage Rate	Mileage Expense	G/L Account (for Treasurer Use)
(Example) 9/24/16	(Example) 9/24/16 Board Meeting	(Example) Mary Townsend/Elizabeth Edson	Leadership Development	60.00	OR		x.35		
(Example) 10/08/16	(Example) 10/08/16 Board Meeting	(Example) Mary Townsend	Leadership Development		OR	350	x.35	122.50	
					OR		x.35		
<b>Total</b>									

Total Request: \$ \_\_\_\_\_

**Treasurer's Use**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Check Number: \_\_\_\_\_ Amount \$ \_\_\_\_\_