

## Form

### entry Procedure to Fill Out Reimbursement Form

- A** Record the end date of the period in which the expenditures were performed.
- B** Fill in the table of expenditures  
For each numbered item in table (column 1), describe and explain the reason for the expenditure in column 2.  
(eg Traveled to the Fraternity in Kennebunk, ME for Visitation, or  
Purchased airline ticket to attend a specific conference (insert the name  
or purpose of the conference).  
If the expenditure is for auto travel, record the miles driven in column 3 and insert the current  
Regional Council approved rate per mile.  
In column 4, Record the total for the individual expenditure.
- C** Total the individual expenditures being requested for reimbursement.
- D** If you would like to donate any of your reimbursement please start the amount to be donated and to the right  
indicate to what you'd like to donate (the Region or the South Sudanese Refugee Fund)
- E** Subtract D from C and write the amount to be reimbursed
- F** Upon completion of the Request, sign and date the form.
- G** Print your name as you need the check payee to read.  
Print the address the check is to be mailed.  
Print the City of the address.  
Insert the Zip Code for the address.
- H.** If any individual expenditure is \$200.00 or more, present the completed Request to  
the Regional Minister for expenditure approval. The treasurer will not  
process the Request until the Regional Minister has approved "Your Request."  
The Regional Minister will date their approval.
- I.** The Treasurer will assign account codes to each expenditure.  
The Treasurer will record the validated amount of the total expenditures.  
The Treasurer will record the Check No. which reimbursed the expenditure.  
The Treasurer will record the date the reimbursement check was processed.  
The Treasurer will record the amount reimbursed on the check.