



2020 CONCLAVE REIMBURSEMENT FORM

Reimbursement requests are due by 5:30 PM on Saturday, April 18, 2020

Conclave Specific Event: _____

Budgeted Line Item: _____

Name: _____

Street Address: _____

City, State and Zip Code: _____

Phone: Home:() _____ Work:() _____ Cell:() _____

Purpose of Reimbursement: _____

Reimbursement Amount \$ _____

Signature: _____ **Date:** _____

REIMBURSEMENT PROCEDURE

- 1) Obtain permission from OA Section Adviser Brett Warner at 919-889-8858 or brett@brettwarner.com to purchase supplies and or materials for use by the section at the OA Conclave.
- 2) Make purchase of needed materials in the quantities approved.
- 3) Attach receipts for purchases to this form. Please keep a copy of your receipts for your records.
- 4) Submit this form with attached receipts to designated section leader so that they get into the hands of the service lodge for payment.
- 5) Expect at least 45 days for your reimbursement. If you have not received your payment within that time please contact me.

SECTION USE ONLY

Approved Reimbursement Amount:

Approved by:

Approved Date:

Notes: