



REQUEST FOR REIMBURSEMENT

[Revised June 2024]

- List below what you purchased, the reason for which it was purchased, and the WSO Expense code
[*See *WSO Account Code List*; **S=Spring Convention; F=Fall Convention; B=Budget Item]
- Attach **PHOTOCOPIES OF ALL RECEIPTS** and/or supporting documentation. Your receipts must match the requested amount(s). Any listed item not accompanied by a receipt cannot be reimbursed.
- Your expenses must be approved by a Committee Director or a Convention Chair. [E-mail approval is acceptable]
- Email your request (AFTER it is approved) TO: **treasurer@watercolorsocietyoforegon.com**

Account Code*	Year of Expense	S** F** B**	Where purchased (attach COPY of receipt); For: What purchased	Amount Paid
		 For:	
		 For:	
		 For:	
		 For:	
		 For:	
TOTAL REIMBURSEMENT REQUESTED				

Date: _____ Tel: _____
 Submitted by: _____
 Address: _____

 E-mail: _____
 Approved by: _____
 Committee Director Convention Chair
 Date Approved: _____

For Use by Treasurer:
 Rec'd: _____
 Approved: _____
 Date Paid: _____
 Check No. _____
 Mailed on: _____