

EXPENSE REIMBURSEMENT FORM
Seattle Christian Homeschool Co-op

This form must be (1) completed by the person requesting the expense reimbursement, (2) approved by one of the following board members: Carie Fagan, Melissa Aydelott, Molly Lilja or Shelly Lischke and (3) submitted to the board Treasurer, Shelly Lischke. All reimbursement requests must be submitted by the 20th of the month. You will receive your reimbursement by the end of said month. If you miss the cut-off (20th) for turning in your expense reimbursement form and receipt, you will have to wait until the following month to receive your reimbursement. In addition to submitting this form, **you must attach a receipt indicating the amount you are requesting.**

Reimbursement approval process: For amounts less than \$100, one of the above mentioned board members shall approve the expense. For amounts more than \$100, approval must be made by the majority of the board, and this form must be signed by the board President on behalf of the board.

Name of person requesting reimbursement: _____

Reason for Expense: _____

Amount: \$ _____ (receipt attached)

Approved by: _____
Carie Fagan, Melissa Aydelott, Molly Lilja, or Shelly Lischke