



Expense Reimbursement - Payment Request 2021-2022

Requested by: _____ District Title: _____
 E-mail: _____ Phone: _____ Cell: _____
 Reimburse me Pay invoice directly Invoice/Receipts attached (Required)

Date of Expense	Line Number	Account Description	Expense Claimed	Amount
Date of This Request: _____			Total	

Signature of Requestor: _____ Phone # _____

Governor Signature: _____ Treasurer Signature: _____

Make Check Payable to:

Mail Check to: _____

All check requests go to the District Treasurer for payment.
Email or Mail Request Form with Receipts or Invoice to:

Ed Braxton
 Rotary District 5240 Treasurer
 1128 Arguello Court
 Lompoc, CA 93436

Phone: 805-757-9896

Email: Rotary5240@bill.com