

PERSONAL EXPENSE REIMBURSEMENT FORM

Receipts clearly describing item must be submitted with this form. All expenses must be itemized. Requests must be submitted within 60 days of being incurred. Committee Chair approval must be obtained to submit.

Committee person or board member submitting request:

Make check payable to:

Mailing address:

Committee name or board position:

Date of event:

Name of event:

Place of event:

This expense was budgeted for above committee:

If not budgeted, reason for expense:

Approval of expense by Committee Chair (signature):

Print name:

Date signed:

Points to remember before submitting expense: We are a tax-exempt organization and may not reimburse taxes paid. Please make every effort to exempt expenses from tax. Contact Section Administrator for a copy of the Section's Tax Exempt Certificate. Gratuity paid will not be reimbursed over 18% of the bill total.

Description of Expense	Amount
TOTAL:	

**Submit form and receipts to: Section Administrator, 6666 W. Quincy Avenue, Denver, CO 80235
or at RMS@awwa.org. Phone: 303-347-6269**