

Washington DeMolay

Expense Reimbursement Request Form

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Payable to:	
Address:	
City, State, Zip:	
Phone:	

Submitted by:	
Request Date:	
Approved by:	
Approval Date:	

Detailed Listing of Attached Receipts ~

Expense Date	Receipt From	Expense Detail / Description	Amount

Total Amount of Receipts	
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QB Accounting - Must Be Completed By Person Requesting Payment ~

Class	Account	Memo / Detail	Amount

Total Amount of Expense	
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Classes

- Administration**
- Chapter Advisors (ACR)
- Deputies/Directors
- Executive Officer
- Honors/Awards
- Insurance
- ISC (Session/Conf)
- Media
- Office
- Conclave**
- Brochure
- Convention
- Education**
- Adult (DAD) Training
- DLCamp
- General
- WADAcademy
- Membership**
- Form 10 Fees
- Membership Program

Events

- Charity Project
- Grand Masters Class
- Hockey Night
- Misc Events
- Paintball
- Retreats (Corps/Council)
- State Balls
- Washington Cup
- Winter Sports Fest
- WOFAB

Fund Raiser

- Sorority Program**
- State Sorority Officer

Squires Program

- State Program**
- State Council
- State Junior Councilor
- State Master Councilor
- State Senior Councilor

Acct # Expense Accounts

- 5000 Donation Expense
- 5100 DeMolay & More Inventory / Exp
- 5200 (ACR) Advisor Registrations
- 5250 (Form 10) Membership Expenses
- 5300 Entertainment
- 5310 Equipment
- 5330 Facilities
- 5340 Food
- 5410 Insurance Payment
- 5420 Internet / Web / DeMobile
- 5430 Postage / Shipping
- 5440 Printing / Copying
- 5450 Referees
- 5460 Registration Expense

Acct # Expense Accounts

- 5470 Repairs
- 5480 Storage Fees
- 5490 Telephone
- 5755 Office Supplies
- 5760 Event Supplies
- 5765 Conclave Supplies
- 5770 Shirts / Pins / Attire
- 5775 Honors/ Awards / Trophies
- 5800 Travel - General
- 5810 Travel - In State
- 5820 Travel - Out of State
- 5830 Travel - Housing
- 5900 Banking Expenses

~ Internal Use Only ~

Amount Paid	Check No.	Date	Paid By	QB Date