



Please remit to: Tamara Phelan  
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 Klawah  
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**Arts, etc. Expense Reimbursement Form**

Date	Submitted By	Approved By	Approval Date

**Check to be made payable to:**

Name	
Address	
City, State, Zip	
Phone / Email	

**Expense Detail**

Date	Vendor/Merchant	Account to be charged	Amount
		<b>Total</b>	

Please attach the original or scanned copy of invoices to this form

Account options: for House Tour Committee expenses

- Auction
- Design: Tour Book
- Printing: Tour Book
- Printing: Rack Cards'
- Printing: Posters
- Printing: Banners
- Post-Tour Party
- Raffle
- Thank-You Gifts
- Other: please explain

