

REIMBURSEMENT PROCEDURE

1. Fill out reimbursement form below with receipt attachment
2. Obtain approval from General Manager or President
3. Submit the lower portion to bookkeeper for monetary reimbursement
4. Retain the upper portion for your own record

Date:

Reason for Reimbursement & amount:

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ワシントン日本語継承センター WASHINGTON JAPANESE HERITAGE CENTER

Reimbursement Form

Name:		Date:
Reason for Reimbursement:		
Description:		Amount:
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
7.		\$
8.		\$
9.		\$
10.		\$
		Subtotal: \$
Exchange Rate Used (if applicable):		
Total Amount Requested in US \$-		

For Office Use Only

Approval:

Check #:

Date Issued:
