

Muskego Youth Football

Expense Reimbursement Form

			To be filled out by Executive Group:			
Payable To: Address: City, State, Zip: Phone: Date Submitted:			Date Received: Approved By Exec 1: Approved By Exec 2:			
			 Date Paid:			_
						Check Number:
Date	Event	Item(s)	Cost	Approved Y/N	Amount Approved	Notes
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NOTE: All reimbursements require a copy of the receipt in order to be approved.

Executive Group of Muskego Youth Football will review and approve or deny approval of all or some of the items listed. Two Executive Members MUST approve reimbursement for payment to be distributed. This will be done at Executive meetings or board meetings. After approval, check will be issued. This process may take several weeks to complete before reimbursement is received.

TOTAL: