

Valley Forge Homestead Quilters
Expense Reimbursement Form
(Receipts must be attached for reimbursement)

MAKE CHECK PAYABLE TO: _____ DATE SUBMITTED: _____

PHONE: _____ EMAIL: _____

STREET: _____ CITY _____ STATE _____ ZIP _____

ITEM & PURPOSE	STORE OR VENDOR	LINE ITEM (SEE LIST BELOW)	AMOUNT
TOTAL REIMBURSEMENT AMOUNT:			

Line-item categories:

Accuquilt	Hospitality	News & Info <i>(website & newsletter)</i>	Raffle quilt
Anniversary	Hostess/Door Prizes	Organization fees <i>(AQs, NQA, etc)</i>	Refreshments
Block of the month	Library	Postage & Box rental	Retreat
Charitable donations	Membership	Programs & holiday gift	Sunshine
Comfort quilts	Member Comfort	Publicity	Workshops <i>(& church rental)</i>
Historian	Miscellaneous	Quilt show <i>*(see sub-categories)</i>	

***ADDITIONAL EXPENSE SUB-CATEGORIES FOR QUILT SHOW:**

Admissions	Finance	Promotion <i>(flyers) & program</i>	Refreshments	Vendors
Appraisals	Facilities	Promotion <i>(signs)</i>	Set-up <i>(hanging, frames, décor)</i>	Viewers choice
Boutique & workshops	Grandma's attic	Publicity <i>(papers/mags/mail)</i>	Signage <i>(in-door directional)</i>	
Chinese auction Door Prizes	Historian	Registration & descriptions	Staffing	

SIGNATURE OF REQUESTOR: _____ DATE: _____

BOARD MEMBER SIGNATURE: _____ DATE: _____
(for expenditures over \$100)

CHECK NO:
 (FOR TREASURER)

Please attach receipts for all reimbursement requests – no receipt, no reimbursement