Valley Forge Homestead Quilters

Expense Reimbursement Form

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:

Adventure *(escape weekends)*	Hospitality	News & Info *(newsletter & web)*	Quilt show **(see sub- categories)*
Block of the month	Hostess/Door Prizes	Organization fees *(AQS, NQA, etc)*	Raffle quilt
Charitable donations	Library	Postage & Box rental	Refreshments
Comfort quilts	Membership	Programs & holiday gift	Sunshine
Historian	Miscellaneous	Publicity	Workshops *(& church rental)*

*ADDITIONAL EXPENSE SUB-CATEGORIES FOR QUILT SHOW:

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

SIGNATURE OF REQUESTOR: _____ DATE: _____

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

CHECK NO: (FOR TREASURER)

Please attach all receipts