

Convention Reimbursement Form

Convention: _____

Date: _____

This form is required for all reimbursements. Please make sure all documentation required accompanies this form. A reimbursement is issued only when the required amount of work is completed and the volunteer has performed satisfactory. This form must be completed with the required signatures before a reimbursement can be issued. Please take this completed form to your Department Supervisor.

Please check the reimbursement(s) type.

() Reimbursement for badge: Amount (\$ _____)

Requires signature of the Supervisor for reimbursement.

Badge must be stapled to this form.

() Parking Reimbursement: Amount (\$ _____)

Requires signature of the Supervisor and Staff member for reimbursement.

Receipt for parking must be stapled to this form.

() Supply Reimbursement: Amount (\$ _____)

Requires signature of the Supervisor and Staff member for reimbursement.

All receipts must be provided and stapled to this form.

X _____

Claimant

X _____

Supervisor

X _____

Staff Member