



# Rotary International District 5240

## Expense Reimbursement - Payment Request 2009-2010

Requested by: \_\_\_\_\_ District Title: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Reimburse me       Pay invoice directly       Invoice/Receipts attached (Required)

Date of Expense	Line Number	Account Description	Expense Claimed	Amount
Date of This Request: _____			Total:	

Signature of Requestor: \_\_\_\_\_ Phone # \_\_\_\_\_  
(Requestor must have clear D5240 budget line authority. Attach receipts for all reimbursement requests.)

Governor Signature: \_\_\_\_\_ Treasurer Signature: \_\_\_\_\_  
(Expenditures of \$500+ require Governor's prior approval by e-mail to/from DG Luz Maria at luzmariadg0910@smithandortiz.com)

Mail Check to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All check requests go to the District Treasurer for payment.

Mail Request Form with Receipts or Invoice to:

Terry Beckett, Treasurer      Phone: 805-640-0878  
P.O. Box 1040                      Fax: 805-640-0868  
Ojai, CA 93024                    E-mail: tbeckett.rotary@yahoo.com