

Request for Reimbursement Form

2024/2025 Form

Century Band Boosters

(All reimbursements must be requested within 30 days of the expense)

Please make sure to attach receipts to the form and if additional details are required, please utilize the back of the form.

Date of Request: _____

Date of Expense: _____

Amount of Reimbursement: \$ _____

Person to be Reimbursed: _____

Purchase was made for: (circle one)

Truck Rental or Gas

Entry Fees or Bracelets

Food

Props

Fundraiser

Apparel

Other: _____

Description of Expense: _____

Place form & receipt in Envelope and deposit into lock box in Band Room. Write Attn: Dunlop Reimbursement

Approved By: _____

Date: _____