



Expense Disbursement Request Form

Reimbursement Travel or Expense Subsidy Date: _____

Payment to: _____ X – Number: _____

Last Dues Paid: _____ (FW must be in good standing to receive funds)

How would you like to receive your funds?

Check VIA mail Paypal wire transfer chase quickpay

Address: _____

Paypal email, or other account info (depending which payment method you chose)

Branch or At-large affiliation: _____

Amount \$ _____ Motion: _____

From Budget Line Item # _____

Description of Expenses: _____

Signature: _____

Please attach all receipts.

INTERNAL USE ONLY

Check # _____ Paid On: _____ By: _____

Notes: _____