



## Expense Reimbursement Form

The SRO expense policy is designed to recognize the fact that members serving this organization are volunteers. Therefore, it is the intent of SRO to reimburse those expenses that members undertake while serving in an official capacity on behalf of SRO.

### REIMBURSEMENT PROCEDURES

1. All expenses for reimbursement must be pre-approved by the Executive Director.
2. All expenses for reimbursement shall be submitted on the standard SRO Expense Reimbursement Forms. **PLEASE PRINT CLEARLY.**
3. Original receipts or clear copies of them are required as documentation to be attached to the form.
4. Forward the completed form and receipts to Rolanda Wilson, 106 San Pablo Town Ctr, #124, San Pablo, CA 94806 with 14 days.
5. Reimbursement checks will be issued within 14 days of receipt of Form unless further clarification is needed. Request for status can be emailed to [rwilson15@hotmail.com](mailto:rwilson15@hotmail.com).

Make Check Payable to: \_\_\_\_\_

Address where check is to be mailed: \_\_\_\_\_

Date	Event	Description of Expense	Amount

Total Reimbursement:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Accounting Use Only			
Rec'd: _____	Paid: _____	Check # _____	Amount: _____