

## Burlington Woman's Club Expense Report

This form is for reimbursement to a member for expenses she has incurred.

For payments to others, use the "BWC Distribution Request" form.

ALL fields except Comments are REQUIRED.

Member Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

**Source of Funds** Please submit a separate form for each budget item.

**Budget Category: (check one):**

Arts

Conservation

Education

Home Life

International Outreach

Public Issues

Local Club

Membership

Discretionary Fund

Budget Item \_\_\_\_\_

Breakdown of Expenses	Amount

Total: \_\_\_\_\_

Comments:

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

**Please attach receipts**

You may put completed forms in the drawer at the shop or mail to  
Treasurer, P.O. Box 937, Burlington, NC 27216