

Rotary Club of Windsor – Check/Expense Reimbursement Request

You can use this form to request payment to yourself or another person or business. This form can be used for Club expenses and Windsor Rotary Community Foundation expenses.

Please submit all requests within 30 days of the expense occurring.
Please include all receipts, invoices or other documentation to support your expense reimbursement request.

Date	
Name of person making request	
Make Check Payable to	
Address	
City, State, Zip	
Phone number	
Email	
Project	

Description of expense	Amount	Accounting
TOTAL		

Accounting				
Bank Account	Club	WRCF	KMS	Inter
Check #				
Check date				
Check amount				