



## WSF- Request for Reimbursement

Travel Expenses (attach receipts)							
Event		Transportation Expenses			Personal Expenses		Expense Account
Dates		Public Transport	Private Auto		Meals & Lodging Incl. Tips	Other (Specify)	
From	To		Miles	@\$.50			
		Purpose of Trip					
Column Totals->							
						Total Travel Expenses-->	

Other Expenses (attach receipts)			
Date	Itemization	Amount	Expense Account
Total Other Expenses->			

Total Submitted Expenses
Total Submitted Expenses-> <span style="border: 1px solid black; display: inline-block; width: 50px; height: 15px;"></span>

Submitted by:	Approved by:
Printed Name _____	Printed Name _____
Title _____	Title _____
Signature _____	Signature _____
Date _____	Date _____

Name & Address for Payment	Please Submit Report To:
_____ _____ _____ _____	Arlene Patton WSF Treasurer 1202 S Lloyd St. Spokane Valley, WA 99212 Phone: 509-747-1589

WSF F-1  
 May 2021

Voucher # \_\_\_\_\_ AC# \_\_\_\_\_ Amount \$ \_\_\_\_\_  
 Reimbursed by check no.: \_\_\_\_\_ AC# \_\_\_\_\_ Amount \$ \_\_\_\_\_  
 Amount: \_\_\_\_\_ AC# \_\_\_\_\_ Amount \$ \_\_\_\_\_  
 Dated: \_\_\_\_\_ AC# \_\_\_\_\_ Amount \$ \_\_\_\_\_