

EXPENSE REIMBURSEMENT FORM
(Staff, Board, and Volunteers Only)

Mountain Retreat and Learning Centers

finance@mountaincenters.org

mail receipts to:

Attn: Finance, P.O. Box 1299, Highlands, NC 28741

Today's Date

Date Rec'd in Acct.

Name/Payee

check if new address

Street Address

City

State

Zip Code

Reason for Expense

ITEMIZED EXPENSES

Check one: Receipts attached Receipts already mailed Receipts will be mailed on

Date Incurred

Item

\$ Amount

GL Account

Subtotal

Less Contribution to MR&LC

Check one: New Contribution Apply to Pledge

Total Check Amount

Requested by

Approved by

Date Approved