

Brookfield High School Grad Party 2021

Expense Reimbursement Form

****All receipts must be reviewed by the committee chairperson that you are working with.**

- Complete the reimbursement form below with all information and attach original receipts. Keep a copy for yourself.
- Receipt must show the person being reimbursed paid it.
- The person purchasing the materials should sign the receipt. Even if cash or check was used.
- Online receipts must indicate method of payment and signature of the person purchasing material.
- If purchased on-line include a receipt or confirmation page that shows the name and the amount should be paid in full.
- Allow for two weeks to process your reimbursement.
- All ORIGINAL receipts must be submitted by July 30th, 2021 for reimbursement.

Questions? Email BHS CT Grad Party Treasurer (pay4safenight.bhs@gmail.com)

Send to: **Shantha Hari, PO Box 74, Brookfield, CT 06804** or
email to ***pay4safenight.bhs@gmail.com***

Submitted by: _____ Date: ___/___/2021

Check Payable To: _____

Venmo Id (if preferred):@_____

Address: _____

Mobile #: _____ Email: _____

Room: _____ Amount: _____
