

Job's Daughters
International
South Dakota Grand Guardian Council

REIMBURSEMENT REQUEST FORM

This form **MUST** be accompanied by the appropriate receipts.

General or Miscellaneous:

Dates(s)	Event/Reason	Items	Per Cost	Reserved Column	Total

Mileage:

Date(s)	Event/Reason	Origin	Destination	Miles	Reserved Column	Total

Lodging:

Date(s)	# Nights	Rate or Per Diem	If shared specify cost share		Reserved Column	Total

Signature

TOTAL \$_____

Submit this form and **all** receipts to the Grand Secretary.
Form and receipts may be scanned and emailed to the Grand Secretary.
Reserved column is for Grand Secretary/Grand Treasurer use.

09/13