

Expense Reimbursement Request

Montevideo Education Foundation

Please complete this form to receive a reimbursement check from the MEF. Attach original receipts, return it to the school office Attn: MEF Treasurer, and you'll be paid in a very short while. Please do not highlight or use tape over the amounts on the receipts - this dissolves the printing. Circle items to be reimbursed, use tape on edges of receipts, and/or staple receipts to the back of this form. Attach more pages if necessary.

Date	Description of Expenses (Include the event name)	Amount	Budget Category (Treasurer's Use Only)

Total Reimbursement Requested: _____

Check to Be Made Out To: _____

Request Submitted By: _____

Paid	For Treasurer's Use Only Check No	Date
------	--------------------------------------	------