



CHARLESTOWN RESIDENTS' COUNCIL EXPENSE REQUEST FORM

Purchase expense – RC Chairs and Officers use this form to submit request for payment to the Treasurer

- Reimbursement for budgeted expenses.** (Attach invoice and evidence of payment)
- Request for Treasurer to pay for budgeted expenses.** (Attach invoice)
- Request to Purchase unbudgeted expenses –** (Attach rationale and submit to the Executive Committee for approval BEFORE purchase. If approved submit second form for reimbursement or payment)
- Travel reimbursement request** (For travel to a meeting outside Charlestown)

Date _____ Purpose _____

Beginning mileage		Ending Mileage		Total Mileage	
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(Mileage reimbursement of \$0.67 per mile, based on the latest U.S. Government business mileage allowance)

To be completed by RC Chair or Officer

Amount of reimbursement requested	\$ _____
Make Check Payable to	_____
Committee Name	_____
Signature of Chair/Officer	_____
Date	_____

To be completed by Treasurer

Check #:	Date:	To Whom:	Budget Category:
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Treasurer Initials _____

Revised 02/19/2024