

**KIT-KE-HAK-O-KUT LODGE  
EXPENSE REIMBURSEMENT FORM**

**Date:** \_\_\_\_\_

**Reason for Expense** \_\_\_\_\_

\_\_\_\_\_

**Amount of Expense:** \_\_\_\_\_

**Send Reimbursement to:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_, **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Requestor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Attach receipts showing goods or services purchased. Photocopies or photographs of original receipts are also acceptable documentation. (Line-out any personal items purchased at the same time.)

**Approved by:** \_\_\_\_\_, **Title:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_, **Title:** \_\_\_\_\_

(Attaching an email message from a Chapter or Lodge Officer or Adviser specifically approving this expense is an acceptable substitute for a written signature.)