



### Cash Reimbursement Form-Instructions

1. Complete the form in detail and attach **original** receipts- be specific on the area and type of expense.

2. Mail to Warren Nogle, 5420 Austral Loop, Austin, Texas 78739 or bring to the monthly member meeting. Your reimbursement will be mailed to you.

Print

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Check the area of expense:

- |          |                          |                  |                          |             |                          |
|----------|--------------------------|------------------|--------------------------|-------------|--------------------------|
| Art Fest | <input type="checkbox"/> | Show & Sale      | <input type="checkbox"/> | Studio Tour | <input type="checkbox"/> |
| General  | <input type="checkbox"/> | Monthly Meetings | <input type="checkbox"/> | Workshops   | <input type="checkbox"/> |
| Gallery  | <input type="checkbox"/> | Student Show     | <input type="checkbox"/> | Other       | <input type="checkbox"/> |

If "Other", please explain:

Check the type of expense(s):

- |             |                          |                 |                          |         |                          |
|-------------|--------------------------|-----------------|--------------------------|---------|--------------------------|
| Advertising | <input type="checkbox"/> | Guest Dining    | <input type="checkbox"/> | Floral  | <input type="checkbox"/> |
| Hospitality | <input type="checkbox"/> | Office Supplies | <input type="checkbox"/> | Postage | <input type="checkbox"/> |
| Printing    | <input type="checkbox"/> | Rent            | <input type="checkbox"/> | Other   | <input type="checkbox"/> |

If "Other", please explain:

Amount to be reimbursed: \$ \_\_\_\_\_

Requestor Signature \_\_\_\_\_

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

Approved \_\_\_\_\_  
President or First Vice President

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

*Note that only approved expenses will be reimbursed. Thank you for your help with the Art League's activities!*