



## Expense Reimbursement Form 2012

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

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

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

Reimbursement Amount: \_\_\_\_\_

Description of purchase: \_\_\_\_\_

\_\_\_\_\_

Reason or Event: \_\_\_\_\_

Committee Association: \_\_\_\_\_

*Provide the following documents:*

- 1) *Physical receipt or electronic copy of receipts to PCE Treasurer at **pcetreasurer@panthercreekestates.org***
- 2) *Completed form (sign and date if submitting a physical copy of this form).*

*PCE Treasurer will forward approved reimbursement requests to Real Manage and copy the requestor on the email. Real Manage will issue reimbursement checks and mail to the address listed above. Checks are processed and mailed within 30 days.*

Signature and Date: \_\_\_\_\_

*\* only needed if submitting physical copy of form and receipt*