Volunteer Reimbursement Form

Instructions:

Name:

Address:

- Please provide your contact information in the form below so we know where to send your reimbursement check.
- For each reimbursable expense please provide the date, a brief description of the expense including the identity of the vendor, and the amount.
- Please confirm that you have attached a receipt for each expense by checking the box marked "Receipt." No expenses will be reimbursed without a receipt.

Date:

• Submit your completed reimbursement form along with receipts to Payment@cosaction.com within one month of the expense date.

Email:		none:	
Date	Description/Vendor	Amount	Receipt Submitted
10/01/24	Example: Purchase of 3 Vendor Badges, Lewis Clark Traders	\$30.00	
	Total:		

Please note the following:

• It is a best practice to obtain a pre-approval for expenses that you anticipate might need to be reimbursed. Doing this guarantees that we can make the reimbursement. To do this, submit a completed COSA Event Payment Request Form. You can download the form here: https://conventionofstates.com/grassroots-events-forms

Ver. 3/15/24