**ASEA Local 52 Juneau Chapter**

**Reimbursement Request**

 The Juneau Chapter of ASEA Local 52 will reimburse legitimate expenses by members and third parties for expenses incurred in the pursuit of union business, Provided that the expense can be tied to an existing budget line and the Executive Board has approved the specific expense.

 Please complete this form for reimbursement requests.

Name of person making request:

Name of party to be reimbursed on check:

Contact email:

Contact Phone Number:

Date of request:

Date of expense:

Amount of expense on receipt:

Amount of reimbursement:

Date of the Juneau Chapter minutes when expense was approved:

Line item from the budget for the expense:

*(these fields can be completed by a board member who approves the expenditure)*

Address to send check:

Please complete this form, and send along with copies of your receipts to:

president.jnu52@gmail.com

secretary.jnu52@gmail.com

treasurer.jnu52@gmail.com

Two authorized Board members will forward your request onto the bookkeeper for payment