

Girls Friendly Society
Diocese of Los Angeles
Request for check/reimbursement (receipts must be attached)



Date _____ Requested by _____
Payable to _____
Address _____
City _____ State _____ Zip _____
Telephone Number _____ email _____
Amount \$ _____ Charge to _____
For _____

Mail to: Madeline Nolde 2029 Lemnos Drive Costa Mesa, CA 92626

For Treasurer Use: Authorized by _____
Check issued by _____ check no. _____

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Girls Friendly Society, Diocese of Los Angeles
Special event travel assistance reimbursement request



To encourage carpooling and in consideration of the high cost of gasoline, the GFS board has voted to reimburse travel costs to GFS special events, upon request. The rate of reimbursement is 30 cents per mile, calculated on the round trip mileage from the home parish to the location of the event.

I, _____ request reimbursement for travel expenses
to _____.

Name _____

Address _____

City, State and Zip _____

Home parish _____

Location of Special Event _____

Round-trip mileage _____

Passengers on this trip _____

Reimbursement \$ _____

Approved by _____

This form must be properly completed to be a valid request.

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Costa Mesa, CA 92626