Girls Friendly Society, Diocese of Los Angeles

Special event travel assistance reimbursement request

Must be submitted within 90 days of Event Date

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 35 cents per mile, <u>calculated on the round trip mileage from the home parish to the location of the event.</u>

I, ____ request reimbursement for travel expenses

to_______________________________.

Name____

Address_______________________________________

City, State and Zip_______________________________

Home parish____________________________________

Location of Special Event_________________________

Event Date ______________________________________

Round-trip mileage_______________________________

Passengers on this trip____________________________

Reimbursement $_________

Approved by_____________________________________

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

Must be submitted within 90 days of event date.

Ways to submit:

1. Complete form, save as PDF and Email to Finance@GFSCalifornia.org
2. Complete, Print and Mail to:

   Julia Wong
   GFS Treasurer
   2264 Port Durness
   Newport Beach, CA 92660

Girls Friendly Society, Diocese of Los Angeles

Request for reimbursement of expenses (receipts must be attached)

Date________________ Requested by_____________________________________

Payable to ____

Address____

City_________________________State_____________Zip____________________________

Telephone Number______________________email____

Amount $_________________Charge to ____

For____

____

____

For Treasurer Use: Authorized by_______________________

Check issued by________________________check no.______

Ways to submit:

1. Complete form, save as PDF **with receipts** and Email to Finance@GFSCalifornia.org
2. Complete, Print, **attach receipts** and Mail to:

   Julia Wong
   GFS Treasurer
   2264 Port Durness
   Newport Beach, CA 92660