National Garden Clubs, Inc. Elected Officers Reimbursement Request MEETING & TRAVEL EXPENSES

To receive reimbursement of expenses during your tenure of chairmanship, please mail this completed form with receipts for expenses that were paid by you, to NGC Headquarters.

Chairman or Officer	Position		
	Address		_
	Maximum rein	mbursement allowed: \$	_ _
Date:			
Expenses incurred from		20 to	20
Purpose of travel			
		Meeting	
	Date	Meeting	
` •	ce is needed, list on	back of page) from	
Mode of travel:			
Air		Airfare \$	
Auto		Mileage	
Lodging	Amount \$		
Tot	tal Expenses	\$	
	her than the curre	be honored. The Treasurer is not nt year or expenses beyond the chai	

COPIES OF RECEIPTS MUST BE INCLUDED TO SUBSTANTIATE EXPENSES

Mail to: Accounting Department

National Garden Clubs, Inc. 4401 Magnolia Ave.

ST. Louis, MO 63110-3406

Please keep one copy for your files. National Garden clubs, Inc. does not maintain a fully accountable expense reimbursement plan as defined by the Internal Revenue Service for its volunteers. For specifics you should consult your tax advisor.

Check here if you would like to donate your expense reimbursement to NGC. You must still include receipts and support.

Please consult with your Tax Advisor regarding deductibility.