

**BOARD OF DIRECTOR'S REPORT OF EXPENSES**

To receive reimbursement of expenses please mail this completed form with receipts for expenses that were paid by you during the current fiscal year ending May 31st. Deadline for this report is May 1. If possible please file it sooner at the NGC Headquarters.

Chairman's or Officer's Position: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

	Maximum Reimbursement allowed: \$ _____
Postage	\$ _____
Photocopy Service	\$ _____
Supplies	\$ _____
Telephone	\$ _____
Miscellaneous	\$ _____
Total	\$ _____
Maximum Allowed	\$ _____

Only expenses within the current fiscal year will be honored. The Treasurer is not permitted to honor expenses for periods other than the current year or expenses beyond the chairman's or officer's budgeted amount.

**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.

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