

Federated Garden Clubs of Iowa, Inc.  
 Executive Committee Members'  
 Reimbursement Request Meeting & Travel Expenses

To receive payment, please complete this form and attach receipts for expenses that you are requesting reimbursement of during the current fiscal year ending July 31st after the meeting and/or travel has occurred. Only expenses within the current fiscal year will be honored.

**Executive Committee Position** \_\_\_\_\_

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

**Email** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Date** \_\_\_\_\_

**Expense incurred** From \_\_\_\_\_ 20\_\_\_\_ To \_\_\_\_\_ 20\_\_\_\_

**Purpose of Travel for Meeting** Date: \_\_\_\_\_ Meeting \_\_\_\_\_

**Registration Fees for Meeting** \$ \_\_\_\_\_

**Travel** To \_\_\_\_\_ From \_\_\_\_\_

**Mode of travel:** Airfare \$ \_\_\_\_\_

Auto Mileage \_\_\_\_\_

Lodging Amount \$ \_\_\_\_\_

**Total Expense** \$ \_\_\_\_\_

Send to: Heidi Folkestad  
 FGCI Treasurer  
 2252 Scotch Ridge Rd · Carlisle IA 50047  
 hlcfolk@gmail.com  
 515-229-1074

For Office Use Only	
<b>Date Received</b>	
<b>Check Number</b>	
<b>Amount</b>	