

Dixie District, BHS Payment Request

Submitted by:

Payee:

Address:

City/State/ZIP:

Phone:

Email:

Date Submitted:

Payment Method: PayPal (see NOTE1]
 Check mailed
 Check at event

NOTE 1: Email req'd if PayPal is selected pay method.

Event/Activity:

Travel & Meals						
Date						Total
Breakfast (\$9.00 max.)						
Lunch (\$11.00 max.)						
Dinner (\$20.00 max.)						
Meal Total						
Lodging (Attach receipts)						
Mileage (Enter actual mileage, \$0.30/mile rate applied in sheet)						
Transportation (Attach receipts) Air Fare • Taxi • Bus						

Other Expenses				
	Paid To or On Behalf Of	Expense Description	Account #	Amount
1				
2				
3				
4				
5				

NOTE: Receipts must be attached for all reimbursed expenses.

Total Requested:

For Treasurer Use	
Account #	Amount
Paid via:	
Check Number:	
Date Paid:	

Requestor's Signature

Initial here if you would like to make an "in-kind" donation of this expense.

Approval

What is an "in-kind" donation? If you incur reimbursable expense on behalf of the district and choose not to be reimbursed in cash, you effectively donate that expense to the District. The District Treasurer will provide you a letter detailing your "in-kind" donation which you can use in preparing your personal income taxes.