

## EXPENSE REIMBURSEMENT SHEET

**Knights of Columbus  
Council 3880**

Staple receipts on back,  
here, facing out

(For council only)

(Voucher # \_\_\_\_\_)

(Check # \_\_\_\_\_)

1. Name you want on check (please print):

\_\_\_\_\_

2. Full address - if mailing

\_\_\_\_\_

CITY & ZIP

3. Requesting Knight (if different than above):

\_\_\_\_\_

4. Project Name (please print):

\_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ /20 \_\_\_\_

Description of Expense	Amount
<b>TOTAL:</b>	<b>\$</b>

Please add description of expense and amount, then total. Staple receipts to the back of this page and return it to the Financial Secretary.