

SCA, Inc - Kingdom of Æthelmearc Reimbursement Request Form

Date:

Requestor:

Address:

Position:

Purpose:

Pre-approved on:

Requestor's Signature:

Expensed To:

Advertising

Equipment Rental & Maintenance

Fees & Honoraria

Food

General Supplies

Insurance (Non-SCA)

Transferred to Another SCA account:

(explain below)

Occupancy & Site Charges

Posting and Shipping

Printing and Publications

Telephone Expenses

Travel (Gas, Tolls, Air)

Other: (explain below)

Amount due Requestor

Explanations of Other/Transfers:

Authorized by:

Check #

Date: