

Loyola Guild of Jesuit High School

Christmas Tree Lane

Reimbursement Request

Itemize each receipt to appropriate category

Only One Committee per expense form

Send the original, with receipts or invoices, to the CTL Treasurer

All reimbursement requests should be submitted within 30 days of expense

Submitted By: _____

Committee: _____

Date of Request: _____

CTL General Accounts

Hospitality/CTL Meetings \$ _____

Hospitality (Vol/Model Meals) \$ _____

Hotel Parking \$ _____

Hotel Rooms \$ _____

Hotel Special Costs \$ _____

Invitations \$ _____

Lane Rental Space \$ _____

Postage \$ _____

Program \$ _____

Security \$ _____

Office Supplies \$ _____

Trucking \$ _____

Fashion Show

Clothing \$ _____

Director \$ _____

Lighting \$ _____

Sound \$ _____

Stage \$ _____

Video \$ _____

CTL Lane Accounts

Baked Goods \$ _____

Consignment \$ _____

Design \$ _____

Gifts & Ornaments \$ _____

Gourmet Foods \$ _____

Logo Bear \$ _____

Rental Equipment \$ _____

Rental Clothing \$ _____

Fresh Wreaths \$ _____

Non-Lane Accounts

Breakfast/Lunch/Dinner \$ _____

Centerpieces \$ _____

Raffle \$ _____

Set Up (volunteer meals, etc.) \$ _____

Supplies (General) \$ _____

Vendor Expense \$ _____

CTL Chair Reception \$ _____

Other CTL (Describe Fully): _____

Other Lane: (Describe Fully): _____

<p>Amount of Check: _____</p> <p>Check(s) should be made out to: _____</p> <p>Address: _____</p> <p>Phone: __ (____) _____</p>
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Treasurer's Record

Check # _____ Issued: _____ Date Issued: _____ Mailed: Yes ___ No ___ Other ___ Date: _____

Keep Duplicate Copy of receipts & this form for your records.