

Loyola Guild of Jesuit High School
Christmas Tree Lane
 Reimbursement Request

Itemize each receipt next to appropriate category
 Only One Committee per Expense Form
 Send the original, with receipts or invoice, to the Treasurer
 All Reimbursement requests should be submitted within 30 days of Expense

Submitted by _____
Committee _____
 Date of Request _____

CTL General Accounts

Lane Accounts

Centerpieces \$ _____
 Fashion Show \$ _____
 Hospitality/Hotel \$ _____
 Hospitality/Meetings \$ _____
 Invitations/Program \$ _____
 Newsletter \$ _____
 Postage \$ _____
 POS/Computer \$ _____
 Raffle \$ _____
 Security \$ _____
 Stage \$ _____
 Stationary \$ _____
 Office Supplies \$ _____

Baked Goods \$ _____
 Cashiering \$ _____
 Cookbook \$ _____
 Design \$ _____
 Fresh Wreaths \$ _____
 Gifts & Ornaments \$ _____
 Gourmet Foods \$ _____
 Logo Bear \$ _____
 Set-Up \$ _____
 Supplies (General) \$ _____
 Vendors \$ _____
 Video/Photography \$ _____
 Workshop \$ _____

Other **CTL** (Describe Fully) _____ Amount \$ _____
 Other **Lane** (Describe Fully) _____ Amount \$ _____

Total Amount of Check \$ _____	
Check(s) should be made out to _____	
Address _____	Phone _____

Treasurer's Record

Ck # _____ Date Issued _____ Issued _____ Mailed _____ Yes _____ No _____ Other _____ Date _____

Keep Duplicate Copy of receipts & this form for your records