

**Austin Chinese School  
Expense Reimbursement Request Form**

**Requestor:** \_\_\_\_\_  
**Request Date:** \_\_\_\_\_

**\*Please tape the receipts in the blank or on the back.  
\*The reimbursement check (or cash) will be made once a month.**

**Item 1.** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Amount:** \_\_\_\_\_  
**Purpose:** \_\_\_\_\_

**Item 2.** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Amount:** \_\_\_\_\_  
**Purpose:** \_\_\_\_\_

**Item 3.** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Amount:** \_\_\_\_\_  
**Purpose:** \_\_\_\_\_

**Item 4.** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Amount:** \_\_\_\_\_  
**Purpose:** \_\_\_\_\_

**Item 5.** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Amount:** \_\_\_\_\_  
**Purpose:** \_\_\_\_\_

**Item 6.** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Amount:** \_\_\_\_\_  
**Purpose:** \_\_\_\_\_

**Item 7.** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Amount:** \_\_\_\_\_  
**Purpose:** \_\_\_\_\_

**Item 8.** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Amount:** \_\_\_\_\_  
**Purpose:** \_\_\_\_\_

**Total** \_\_\_\_\_

\_\_\_\_\_  
Requestor Signature: **Date:** \_\_\_\_\_

\_\_\_\_\_  
Principal Signature: **Date:** \_\_\_\_\_

\_\_\_\_\_  
Director of Curriculum Signature: **Date:** \_\_\_\_\_

\_\_\_\_\_  
Director of Finance **Date:** \_\_\_\_\_