Conference Reimbursement Record **Form FIN3.1**

ALABAMA MASTER GARDENER ASSOCIATION, INC.

CONFERENCE REIMBURSEMENT RECORD

This form is to be used to reimburse AMGA for any expense incurred by the Conference and previously compensated by the AMGA Treasurer using Form FIN3. This form must accompany any request to reimburse AMGA for such an expenditure. Please attach all pertinent receipts and any needed explanations to this form.

Name/Party making Reimbursement: _____

Date of original Payment: _____

Individual making original Expense Record: _____

Return form to the Finance Committee Chairperson.

REIMBURSEMENT TO AMGA	AMOUNT
_____	$ _____
_____	$ _____
_____	$ _____
TOTAL AMOUNT REIMBURSED to AMGA:	$_____

Please use back of form if additional space is needed.

Approved by Finance Committee Chairperson _____

Amount Reimbursed to AMGA: _____

Approved by AMGA State Treasurer: _____

Reimbursement Check Number: _____ Check Date: _____