# Request for Reimbursement

**Note:** Before submitting a request for reimbursement, review the Expense Reimbursement Policy

**TO:** SEAALL Treasurer

**FROM:**

**DATE:**

**RE:** Request for Reimbursement of Expenses

Listed below are the expenses incurred in relation with (State purpose of request. For example:

the recent SEAALL balloting).

Receipts are attached. Please make check payable to:

and mail to:

Postage $123.45

Return Address Stamp 13.50

Plain Envelopes (Large and Small) 33.69

Photocopies of the Ballot 54.00

Photocopies of Candidates' Biographies 183.47

Total $457.84