

OSHER LIFELONG LEARNING INSTITUTE

REQUEST for REIMBURSEMENT FORM

All OLLI expenditures within the approved budget will be authorized and supervised by the Director, subject to overall guidance from the Treasurer. Those who make expenditures on behalf of OLLI must have the prior approval of the director and, in the case of expenditures falling under a standing committee, of the chair of that standing committee. The Executive Director may grant such approvals for a continuing activity within clearly defined spending parameters.

Name: _____ Date: _____

Address: _____

Phone: _____

Item or Purpose	Account Category	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total		-

Requested by: _____

Approved by: Executive Director _____

Committee Chair: _____

Date paid: _____ Check# _____ Amount: _____

Please attach receipts and return to Karen Nash by email to knash2@gmu.edu or drop off at Tallwood.