

## Town of Brookline - Reimbursement Request Form

Make check  
payable to: \_\_\_\_\_

Check one box: ☐ Please Mail my check  
Address: \_\_\_\_\_

☐ Hold my check in office - I will pick up

					Enter dollar amounts below		
Date of purchase	Expense Description/Purpose: pl				Business Mileage		
		Supplies	Postage	Other: include description	# of Miles	Rate	Total
						0.555	
Total \$							

Office use only: Acct #

Attach Receipts to this form

March 16, 2015

FROM: TOWN OF BROOKLINE TREASURER'S OFFICE

RE: EXPENSE REIMBURSEMENTS

We could do with a little less head-scratching to figure out which account to charge some reimbursement expenses. Guy does an excellent job of leaving us clues; however, we sometimes remain puzzled.

Please use this attached form when you request reimbursement for expenses. Staples your documentation – receipts, bills, copies of checks, etc. – to the back of the completed form and submit to the treasurer. Then we'll be able to speedily process your reimbursement request. Otherwise, we will hold payment until we receive the necessary information to allocate the expense.

THANKS!

*Louise & Somara*