

Baylor Orators Toastmasters Request for Reimbursement

All expenses must be pre approved to be eligible for reimbursement from the club bank account. If your expense is not pre approved, you may or may not be reimbursed as per the discretion of the club president and treasurer.

Date: _____

Vendor: _____

Dollar Amount: _____

Reason:

Approved by:

President

Treasurer