



# Greyhound Pets of America

## REIMBURSEMENT REQUEST

- 1) Fill out this form **completely**.
- 2) Circle the amount to be reimbursed on your **original** receipt(s).
- 3) Record the payee, description and amount on this form for each receipt.
- 4) Total the amounts. (Must not exceed \$100 for any one request.)
- 5) Sign and date.
- 6) Securely attach the original receipts to the back of this form.
- 7) Submit this form and attached receipts to the GPA National Treasurer.
- 8) Allow 4-6 weeks for reimbursements. NOTE: Check will be made out to the GPA member, unless instructed otherwise.

Chapter:	Member:
Address:	City:
State & Zip:	Phone#

PAYEE	DESCRIPTION	AMOUNT
<b>TOTAL:</b>		

Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Treasurer's Use Only:

Reimbursement Check #