



Unitarian Universalist Church of Loudoun

20460 Gleedsville Road
Leesburg, Virginia 20175-8861
703-737-7644

Reimbursement / Check Request

Date: _____

Person Submitting Request: _____

Make Check Payable To: _____

Amount: _____

Please describe the expense in the space below. Attach receipts if applicable.

All requests should identify the budget line item to charge and must be approved by the individual responsible for that line item. Committee Chairpersons may approve expenses for their committees. The President or Vice-President will approve all other expenses.

Budget Line to Charge: _____

Approved By: _____

Date Paid:		Check Number:	
Signature:			