***Keystone State Literacy Association – Northeast PA Council
Reimbursement Form***

*\*This form is mandatory for reimbursement, as per updated KSLA rules (6/22/18)*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I request reimbursement in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. *(Receipt must be attached)*

Description of items: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Indicate which budget area this reimbursement qualifies for:

\_\_\_\_\_\_\_ Babies & Books \_\_\_\_\_\_\_ Membership Renewal
\_\_\_\_\_\_\_ Brochure/Handbook \_\_\_\_\_\_\_ Professional Development
\_\_\_\_\_\_\_ Celebrate Literacy \_\_\_\_\_\_\_ Reading Time at the Mall
\_\_\_\_\_\_\_ Executive Meetings \_\_\_\_\_\_\_ Scholarship
\_\_\_\_\_\_\_ General \_\_\_\_\_\_\_ Special Events
\_\_\_\_\_\_\_ Historian \_\_\_\_\_\_\_ Spring Brunch
\_\_\_\_\_\_\_ Insurance \_\_\_\_\_\_\_ Website
\_\_\_\_\_\_\_ KSLA/ILA \_\_\_\_\_\_\_ YAD

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