

Revised: October 31, 2007

**Instructions for Reimbursement:**

**Attach Receipt(s) On This Side below this point**

- Do not overlap receipts or info
- Please use tape or staples
- Leave room at left to punch holes
- Use additional sheets if necessary

**Fill Out White Area to Right**

**Request must be submitted within 90 days of expense.**

**Submit form to Treasurer by noon, the Friday before the Executive Board meeting to receive reimbursement at the Board Meeting – if you wish your check to be mailed to you, please indicate in comments and provide your home address.**

**Submit to:**

**NTEU Chapter 282  
Attn: Carolyn McMillian  
PO Box 1661  
College Park, MD 20741**

Space Reserved for Check Stub

Request Rcvd by Tres: \_\_\_\_\_

**Request Date: February 12, 2008**

**Requested By: [REDACTED]**

**Requested Amount: \$50.00**

**For What:**

**Purchase of two Home Depot Gift Cards, \$25.00/card. These cards were raffled during the information table organized by the Chapter on Feb-6-08. The cards were purchased by ~~Robyn Mabry~~, NTEU Field Rep. The cards were won by the NTEU Chapter 282 members: Dr. ~~[REDACTED]~~ and Ms. ~~[REDACTED]~~**

**Event & Date:**

**Info table, PKLN bldg, Feb-6-2008**

**Authorization for Expense (Amount and Date):**

**Is Amount Requested Less than Amount Authorized?  
\_\_\_ Y \_\_\_ N**

**If not, why not?**

**Comments/Explanation:**

**The check was issue in the name of ~~[REDACTED]~~. See attached receipt from home depot, the names of the winners and photocopies of the gift cards.**

**I hereby certify that these expenses were incurred in the performance of official NTEU duties.**

Signature

[REDACTED]

Date

[REDACTED]

**Feb-12-2008**

WALTON HOSPITAL  
MAY 2008



YOU'VE GOT A  
GIANT ON YOUR SIDE

GIANT #314  
SILVER SPRING, MD  
301-598-4067  
WWW.GIANTFOOD.COM

WELCOME I.M. EDWARD 8:57am 12/06/08  
Tran 36763 Terminal 2 Cashier 00125

GIFT CARDS	
HOME DEPOT GC	25.00
HOME DEPOT GC	25.00

Subtotal \$50.00  
Total \$50.00  
Debit/Td \$50.00  
Change \$0.00

total number of items sold = 0

THANK YOU FOR SHOPPING AT GIANT  
WE ENJOYED SERVING YOU, AND WE  
LOOK FORWARD TO SERVING ALL YOUR  
FUTURE SHOPPING NEEDS.

Jeff Hughes

GIANT #314

Name: [Redacted] ky  
Department: FPA  
Phone Number: 301-827-6565  
Email Address: [Redacted] Ky@HHS.GOV

Name: [Redacted]  
Department: HHS - FDA  
Phone Number: 301-827-5697  
Email Address: [Redacted]



