

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: _____

cheque # 925

Request Date: December 10, 2008

Requested by: _____

Requested Amount: \$78.83

For What:

Bought snacks, candy, cake, plates, napkins, cups for the Holiday party to take place at 5630 Fishers Ln on Thu December 11, 2008.

See attached Costco grocery receipt (original and copy) and Holiday Party flyer.

Event & Date:

Authorization for Expense (Amount and Date):

Is Amount Requested Less than Amount Authorized?

 Y **N**
If not, why not?

Comments/Explanation:

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

Signature _____ **Date**
_____ **Dec 10, 2008**



NTEU Chapter 282

**CORDIALLY INVITES
ALL MEMBERS TO
A HOLIDAY LUNCHEON**

**Thursday, December 11, 2008
5630 Fishers Ln, Conf. Rm 1066
12:30 pm to 3:00 pm**

contact:

Harriet Gerber,	301-827-1630
Michele Baucum,	301-827-1573
Carolyn McMillian,	301-413-0471
Marsha Hayden,	301-827-1039
Michael Theodorakis,	301-796-1473
Bernice Friedlander,	301-436-2124

**Prior to the Holiday Luncheon a Chapter
Membership Meeting will be held from 11:30 am to
12:30 pm at the same room conference room**

ORIGINAL
RECEIPT



BEL SMITH #214

Seasons Greetings & Happy Holidays**

MEMBER # 15048135000

130138	RTTU CRT 50	9.69
12648	KS CUT 2BY	10.99 A
35504	CARAME PECA	6.99
325142	SEASON PLATE	6.69 A
325142	SEASON PLATE	6.69 A
113558	SUNSHN L MIX	8.29 A
325142	WAFKIN	6.99 A
24588	OK 20Z SUP**	9.99 A
581601	4KS TR CINS*	8.99 A

SUBTOTAL	75.31
9 6.002 TAX	3.52

TOTAL	80.00
Cash	80.00
CHANGE	1.17

→ \$78.83

NUMBER OF ITEMS SOLD = 9
 TER: LUET R REG: 13
 12/10/08 16 52 0214 13 0277 182

THAT YOU
PLEASE TAKE A MOMENT

12/10/08



~~RECEIPT~~
Photocopy
of original
Receipt

BEVERLY HILLS

Seasons Ltd. 1100 S. Beverly Hills Ave. #11

Pub. No. 101501315000

1301	1	10	37	52	9	69	
1264	1	5	11	11	10	99	A
3501	1	10	11	11	6	99	
3201	1	10	11	11	6	69	A
3201	1	10	11	11	6	69	A
11301	1	10	11	11	6	69	A
3201	1	10	11	11	6	69	A
2401	1	10	11	11	9	99	A
5001	1	10	11	11	6	99	A
SUBTOTAL					75	31	
9	6	002	10		3	52	
TOTAL					78	83	
Cash					80	00	
CHANGE					1	17	

→ \$78.83

12/10/08