



Pre-Approval Request for Chapter Expenses

National Love on a Leash® is committed to supporting all chapters and encourages chapter leaders to request reimbursement for chapter-related expenses. *In order to qualify for reimbursement, approval must be given **prior** to incurring the expense.* Chapter-related expenses include but are not limited to booth fees for events, technology expenses (i.e., Meet-up), mailing expenses, and volunteer recognition.

Explanation of expense: _____

Date of event (if applicable): _____

Total amount requested: __\$_____

Date Submitted: _____

Chapter Name: _____

Chapter Leader: _____

Email this form to assistant2@loveonaleash.org. Please allow 5 business days for a response.

Approved by: _____ on _____

Note: This signed document will be required to be attached to the Request for Reimbursement.