



Reimbursement 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, you must have obtained board approval **prior** to incurring the expense.*

Explanation of expense: _____

Date of event (if applicable): _____

Total amount requested: __\$_____

Please attach documentation of the expense; photo(s) of the receipt(s) are sufficient.

Date Submitted: _____

Chapter Name: _____

Chapter Leader: _____

Please provide the name and address for the reimbursement check:

Email this form AND THE SIGNED PRE-APPROVAL FORM to treasurer@loveonaleash.org Please allow 5 business days for an email response notifying you that the reimbursement check has been processed.

Approved by: _____ on _____