



359 Perry Rd Ste B
Bangor, ME 04401-6723

138 Gannett Dr
South Portland, ME 04106

888-922-4763
customercare@gsmaine.org
girlscoutsofmaine.org

Reimbursement Request

To be completed by the administrative volunteer incurring the expense.
Attach receipts for all expenses.

Name: _____

Position: _____

Service Unit: _____

Address: _____

City/State/Zip: _____

Make reimbursement check payable to the above person.

Make reimbursement check payable to (include address):

Date of Request: _____

Expenses

All expenses must be pre-approved.

Postage \$ _____

Copies/Paper/Envelopes \$ _____

Phone \$ _____

Tokens of Appreciation \$ _____

Other: _____ \$ _____

Other: _____ \$ _____

Other: _____ \$ _____

TOTAL: \$ _____

FOR SERVICE UNIT TREASURER/AUTHORIZING PARTY ONLY:

Check # _____ Date of Reimbursement: _____

Authorized by (Please Print): _____

Signature: _____