



**INSTRUCTIONS:**

Fill out and sign form, except for the *italicized* sections. Total amounts and **attach receipts**.

The UU FELLOWSHIP of La Crosse will reimburse the following:

1. Approved conference expenses.
2. Approved activity expenses.
3. Approved Fellowship-related mileage (reimbursed at a rate of \$.38 cents per mile).

Reimbursements are subject to audit and require:

1. Receipts attached.
2. Submission in a timely manner with form prepared legibly and in ink.
3. Expenditures require approval by Board if not included in budget.
4. Written explanation on form below\* when above requirements are not met. (Use additional pages if necessary.)

\*Space for written explanation:

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