

Makelt Labs Reimbursement Request			
Name:			
Address:			
City:		State / Zip:	
eMail:			
Date:		Amount:	
Reason:			
Project Name:		Board Approved:	

Instructions: Staple receipts to this form and place it in the box on top of the file cabinet. The Amount box is for the amount being repaid, if multiple items are on the receipt and are not being reimbursed please mark the items being submitted for reimbursement. Requests are processed once a month, to be considered for reimbursement please ensure that you submit your requests no later than 2 days before the monthly board meeting.

Approval: At the monthly board meeting the board reviews all requests. A vote has to be taken to approve any expense the space has, approved requests will be paid within a week of the board meeting.

Payment: Reimbursements are made by check from Makelt Labs checking account and will be mailed to the address entered above.