

**Denton County Master Gardener Association**  
**Expense Reimbursement**

Please attach receipts and submit to the Treasurer

<b>DATE:</b>	
<b>PAYABLE TO:</b>	
	<input type="radio"/> Hold Check for Pickup <input type="radio"/> Send Check
<b>ADDRESS:</b>	
<b>REQUESTED BY:</b>	
<b>EMAIL:</b>	
<b>PHONE:</b>	
	<b>AMOUNT</b>
Advance Training	
Annual Awards	
Communications/Publicity	
Garden Tour	
Graduation	
Intern Costs	
Merchandise for Resale	
Miscellaneous Operating Expense	
Monthly Meetings/Programs	
Outreach / Hospitality	
Plant Sale	
Project Expenses (Specify Project, below)	
Project:	
Scholarships	
Speaker Bureau	
State Meeting	
Technology/Website	
Other - Specify:	
<b>Total Amount to be Reimbursed</b>	\$ -
Expenditure detail --	

Instructions for expense reimbursement:

fill out this expense reimbursement form  
 scan receipts or use Adobe Scan app to capture pdf of receipt  
 email this form and pdfs of receipts:  
     to DCMGA Treasurer  
     cc Project Manager  
     attach pdf of receipt(s)

Or  
 mail a printed copy of this form with copies of your receipts to  
 DCMGA Treasurer  
 401 W Hickory St.  
 Denton, TX 76201