

**Staff/Volunteer
Reimbursement Request Form**

Important: Before making purchases to be reimbursed, get budget approval from the appropriate Program Manager. After approval turn the form into the Business Manager at the main office for processing.

1. Attach receipt(s) for purchase(s) made.(tape small receipts to piece of paper & then staple)
2. Mail to The Land Conservancy, P.O. Box 12206, San Luis Obispo, CA 93406 or drop off in main office located at 547 Marsh Street, Suite A (downstairs, main building)
3. Print clearly to assure accuracy.

A. Please issue a check in the amount of \$ _____

Payable to: _____

Mailing Address: _____

City, State ZIP: _____

B. For what Land Conservancy supported project/event was this expenditure used?

Brief description: _____

C. Itemize expenses (attach all receipts): _____

Approving Manager name (printed): _____

Approving Manager Signature: _____ Date: _____

Staff/Volunteer Signature: _____ Date: _____

Thank you!