

2015-2016 FESTIVAL EXPENSE REIMBURSEMENT

(Submit to Patty Vadgama via Haynes Treasurer mailbox at school or send to 30 Munnings Drive, Sudbury, MA 01776)

Haynes Tax # 04-3335381

Festival: _____

Date: _____

Festival Chairs

Phone

Person to be Reimbursed

Address

Description

Cost

Total _____

Reminders:

The maximum total festival reimbursement is \$450. If the total of receipts submitted to you exceeds \$450, please discuss how to allocate the \$450 maximum with the Festival Co-Chairs before submitting this form.

If the total reimbursement to any individual is the sum of amounts from more than one receipt, please provide a quick summary of the amounts due to that person. (e.g.: To be reimbursed to Ms. Parent: Staples, \$12.34, Target \$5.67, The Paper Store, \$8.90, Total: \$26.91) Attach all receipts with the amount to be reimbursed clearly circled and highlighted.

Please submit this completed form, individual summaries and related receipts to the Haynes Treasurer – Patty Vadgama.

Reimbursements will be sent directly to each person listed above.

While this form is one of the most tedious parts of the festival, it is extremely important. **Thank you so much** for taking the time to complete it accurately and promptly.