



**LEADER ON LOAN  
BRANCH REIMBURSEMENT FORM**

Use this form to request reimbursement from the branch for expenses incurred for a Leader on Loan event. Expenses should be discussed with and approved by the branch prior to incurring them.

Branch Name:		
Your Name:		
Meeting Date:		
Meeting Topic:		
Expenses		
Item	Details	Amount
	Total	
<i>Please use the current AAUW California mileage reimbursement rate when requesting mileage reimbursement.</i>		
Make Payment Payable To:		
Payment Preference:		
<input type="checkbox"/> Check	<input type="checkbox"/> Online bank transfer such as Zelle (if available by branch)	

*For Branch Use*

Approved By:
Payment Method:
Date Paid:
Expense Account Charged:
Signature

Please send a copy of this completed form to the branch event coordinator for processing.