



**The  
Compassionate  
Friends**  
Northern Lake County Chapter  
Supporting Family After a Child Dies

**REQUEST FOR REIMBURSEMENT OF EXPENSES**  
**From The Northern Lake Co IL Chapter of The Compassionate Friends**

**Submit to:** Tammie Barrera, Treasurer, TCF Northern Lake Co IL Chapter  
821 Roberts Road, Winthrop Harbor, IL 60096 ■ 847-838-0567 ■ julyson2@gmail.com

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Submitted By: \_\_\_\_\_ Phone: \_\_\_\_\_

NAME

ADDRESS

Expenses Incurred For: \_\_\_\_\_ /\_\_\_\_/\_\_\_\_

EVENT or TASK

DATE OF EVENT

Date of Expense	Retailer	Item(s) Purchased	Cost
____/____/____	_____	_____	\$ _____. ____
____/____/____	_____	_____	\$ _____. ____
____/____/____	_____	_____	\$ _____. ____
____/____/____	_____	_____	\$ _____. ____
Signature _____		<b>TOTAL</b>	<b>\$ _____. ____</b>

**Example:** Event: Waukegan Balloon Release - June 4, 2015

5/12/15 Vistaprint Postcard Invitations (100) \$28.12

5/27/15 U.S. Postal Service Postage stamp roll 100 x .49 49.00

**TOTAL \$77.12**

**REMEMBER TO ATTACH RECEIPTS**

**THANK YOU!**