

MGA Expense Reimbursement Request

Submit this form and your receipt(s) to the MGA Treasurer.

<p>Describe expense – Amount, what was purchased, how it will be used.</p> <hr/> <hr/> <hr/>
<p>The purchase was made on behalf of:</p> <p><input type="checkbox"/> MGA Executive Board</p> <p><input type="checkbox"/> MGA Committee (name the Committee) _____</p> <p><input type="checkbox"/> Other – Explain _____</p> <p>-----</p>
<p>Expense Approval</p> <p><input type="checkbox"/> Expense was pre-approved with the annual budget process or is within 20% of the year's total approved budget.</p> <p><input type="checkbox"/> Expense was not budgeted and was approved by: _____</p> <p><input type="checkbox"/> Expense has not been approved.</p>

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Total Reimbursement Amount: _____

Submitted by: _____

Date Submitted: _____