

Pacific Beach Woman's Club  
**EXPENSE REIMBURSEMENT REQUEST**

From: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Payable to: \_\_\_\_\_

Address: \_\_\_\_\_

Event: \_\_\_\_\_

Amount: \_\_\_\_\_

Describe purchase and/or payments: \_\_\_\_\_

- Must be approved by PBWC president before submitting.
- Please scan or photograph receipts and snail-mail or email, along with this form.
- Do not use this form to submit invoices to the treasurer. This form is for reimbursements only.

SUBMIT TO:  
Lily Higman  
PB Woman's Club  
PO Box 9367  
San Diego, CA 92169

Email: [lilyhigman@gmail.com](mailto:lilyhigman@gmail.com)

*(TREASURER TO FILL IN BELOW)*

*Paid Date* \_\_\_\_\_ *Check #* \_\_\_\_\_