



REQUEST FOR REIMBURSEMENT OF COACHING EXPENSES

Event: _____

Date of event: _____

Coach: _____

Please list the group (3 Chapters or 3 Quartets, not in combination) that participated:

Please give a description of the event or attach any Agenda / Schedule of the day. Photos are appreciated!

Upon approval, the region will mail a check for up to \$200 to help defray the expense of putting together this event:

Check payable to: _____

Address: _____

Amount requested: \$ _____

Submitted by: _____ Date: _____

Approved by: _____ Date: _____

Education Coordinator or designee

The region reserves the right to limit this program not-to-exceed budget. One event per group per year.