



Foothill Band Boosters
PO Box 866
Pleasanton, CA 94566
Expense Reimbursement Request

From Account (General or Student): *Band Review and Winter Show Expenses are General Account

Date of Request:

Requested By:

Total of Request:

Check payable to:

Address to mail to:

Reason for expense:

Budget Line to charge to

Vendor/Supplier Used

Please email this form to FoothillBandBoostersAccting@gmail.com with appropriate board member approval included in the email. Request must be completed in full and have scanned receipts attached with Board member approval in order to be processed for payment.