

UMTA Reimbursement Form

Sandy Chapter

Requested by:	Phone Number:
Date:	Approved by:

Make Check Payable to:
Mail Check to:
Special Instructions:

Date	Item	Purpose	Receipt Yes or No?	Amount

Paid by Check No: _____ Date: _____

Instructions:

1. Complete all sections of the form.
2. Attach receipts or invoices.
3. Be sure to get the reimbursement approved by the Chapter President (Leigh Huynh)
4. Return completed form to treasurer:

Melanie Ferguson
11708 S. Briarglen Lane
Sandy, UT, 84092

5. Address any questions to Melanie at 928-853-0100 or melanieferg8@gmail.com