



## THE TALONS EXPENSE REIMBURSEMENT FORM

The Talons – Centennial High School Marching Hawks & Golden Pageantry Corps

8601 Hageman Road, Bakersfield, California, 93312-4901

Voice - 661-588-8603 Fax -588-8608

Tax ID 77-0374299

[www.talons.org](http://www.talons.org)

Expense submitted by:

Name: \_\_\_\_\_

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

Phone # \_\_\_\_\_

Reimbursement paid to:

Name: \_\_\_\_\_

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

Phone# \_\_\_\_\_

List below all items that need reimbursement, amounts, and reason for the expense.

Attach all receipt or invoices to this form

Note: Was this expense pre-approved by the Talons Board? ( Y N )

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Total Dollars \$ \_\_\_\_\_

This expense is respectfully submitted by:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date

The above prices, specifications and conditions are satisfactory and are hereby accepted. Payments will be made as outlined above. **Note: Any expenses over \$500 must be approved at the Talons General Meeting and witnessed by two active Board Members.** Otherwise two signatures are needed.

\_\_\_\_\_  
Band Director/Board Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Date

General Meeting Date of Approval \_\_\_\_\_

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

Check # \_\_\_\_\_