



**MASTER GARDENERS OF WILSON COUNTY
EXPENSE REIMBURSEMENT REQUEST**

County: Wilson

Expense Category ¹	Date	Vendor / Description	Amount

TOTAL:

Expense Submitted By:		Date Submitted:	
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For Treasurer Use Only			
Treasurer/Approval		Date Approved	
Reimbursement Issued to:			
Check Details:	Nbr#	Amount	Check Date

Instructions

For electronic submission: Submitter completes all fields needed in top section of the form, email this form, with copies of receipts to WCMG Treasurer at treasurer@wilsoncountymg.org

For paper submission: Submitter completes all sections in blue, provides copy of this form with receipts attached to WCMG Treasurer by mail or in person.

NOTE: NO REIMBURSEMENTS WILL BE ISSUED WITHOUT A RECEIPT!

¹ Expense category should reflect the project or activity with an approved budget, i.e., Native Plant Sale, Monarch Way Station, Meeting/Hospitality, etc.