



International House Davis Reimbursement Request Form

If you purchased an authorized item for I-House and would like to be reimbursed, please print and fill out the reimbursement form. Return filled out form to Deborah Zavala, Office Manager, **with original receipts** at least two business days prior to the 1st and 15th of each month.

*If you want to fill this out using a word processor, please download from
www.internationalhousedavis.org/stationery/reimb1*

Date of request: _____

Name: _____

E-mail or phone: _____

Item(s) purchased: _____

Total amount: _____

Business name:
(where items were purchased) _____

Signature: _____

Authorization for payment: _____