

Request for payments for CHFM expenses – due before by May 31

After the committee approves the payment, the committee clerk sends an email approving the payment. If the clerk is submitting the invoice for reimbursement to her/himself, another member will please email confirmation that the Committee has agreed to the expense.

Email: treasurer@chapelhillfriends.org

Email the following information AND attach a copy of the invoice, honorarium or conference registration, or receipts (scanned document or photo)

Name of recipient of the check:

Address:

Total Amount:

Committee:

Date for honorarium or conference registration:

List dates, expenses and purpose:

Date	Supplier/vend or	Amount \$	purpose
Examples			
10-05-2025	Home Depot	76.94	Mailbox repair, pruners
10-05-2025	Honorarium	100	Meeting retreat

Attach receipts (scanned or jpg)

