

JUNIOR LEAGUE OF LUFKIN
Check Requisition Form

Project Name: _____

Example: Touch A Truck, Rummage Sale, Back to School Bonanza, MVP, Career Conference, Camp Get Fit

Checks will be issued once a week or at JLL meetings and functions

Name: _____

Expense Date: _____

Payment Method: Personal Payment

Receipts Attached

Budget Line: _____

*Please refer to line item provided in your budget. Example: Postage, Venue, Hospitality

Purpose of Expense: _____

Check requested by: _____

Check Date _____ (Treasurer)

Check # _____ (Treasurer)

Amount _____ (Treasurer)

Per Diem Policy: The League will reimburse for the following expenses while on JLL conferences or trips.

If meals are provided at conference no meals will be reimbursed.

Breakfast	\$15.00
Lunch	\$15.00
Dinner	\$30.00
Night Cap	\$10.00