

Provide duplicate copy and attach receipts to original or first form.
BROTHERS AND SISTERS OF ST. FRANCIS REGION 61
Secular Franciscan Order

Return form to:
 Zubair Simonson, OFS
 6300 Creedmoor Rd, Ste. 170
 Raleigh, NC 27612

Rev. 5/8/2023

EXPENSES FOR REIMBURSEMENT			
	DESCRIPTION	AMOUNT	CATEGORY
1.	Name and Location of Event:		
2.	Ending Odometer Reading:		
3.	Starting Odometer Reading:		
4.	Vehicle Total Mileage (TM):	TM x \$0.35/mile:	\$
5.	Airfare Expenses:	Parking Fees: Subtotal:	\$
6.	Ground Transportation Expenses:		\$
7.	Lodging Expenses: days at \$/day:	Subtotal:	\$
8.	Food Expenses:	Attach Receipts	\$
9.			
10.			
	TOTAL AMOUNT OF REIMBURSEMENT		\$
	Personal Reimbursement		\$
	Ed Campbell Fund (Contribution In Lieu of Refund or CILOR)		\$
	Father Terry Pescatore Spiritual Assistance Fund CILOR		\$
CATEGORIES			
1.	Annual Regional Gathering	2. Regional Executive Council Meeting	3a/3b. Visitation /Election
4.	Regional Formation	5. Initial Spiritual Assistant Training	6. Spiritual Assistant Ongoing Formation
7.	Annual National Meeting	8. National Visitation	9. Office (postage, supplies, or printing)
10.	Regional Spirituality Courses	11. JPIC	12. Youth

Signature: _____ Position: _____ Date: _____

PERSONAL REIMBURSEMENT

NAME: _____
 ADDRESS: _____
 CITY/STATE/ZIP: _____

FOR TREASURERS USE ONLY

CHECK#: _____
 DATE: _____
 AMOUNT: _____

Signature Regional Treasurer: _____