

## 6/2/2026 – Detroit (MI) Chapter - The Links, Incorporated

### Payment/Reimbursement Request (Per Event/Activity)

Link		Date	
Event		Position	
Purpose		Budgeted	Yes / No
Facet		Approved by	
Payee		Payee Phone	
Address of Payee		City, State, and Zip Code	

Expenses	Dates	Details	Amount
Account Review CPA			
Ads			
Awards/Recognitions			
Donation			
Hospitality/Courtesies			
Office Supplies			
Photographer			
Postage			
Printing			
Professional Services			
Refreshments			
Ritual Supplies			
Transportation			
Website Maintenance			
Other:			
<b>Comments:</b>			
<b>Subtotal</b>			
<b>Less amount paid by Chapter</b>			
<b>Total amount owing to Link/Vendor</b>			

Link's Signature:	Date:
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**Please attach original receipts/invoices for all listed expenses, sign the form, and send to Treasurer**

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Treasurer's Signature

Date

Check #