Girls Friendly Society, Diocese of Los Angeles

Special event travel assistance reimbursement request

To encourage carpooling and in consideration of the high cost of gasoline, the GFS board has voted to reimburse travel costs to GFS special events, upon request. The rate of reimbursement is 30 cents per mile, calculated on the round trip mileage from the home parish to the location of the event.

I, _____ request reimbursement for travel expenses

to_____.

Name_____

Address_____

City, State and Zip_____

Home parish_____

Location of Special Event_____

Round-trip mileage_____

Passengers on this trip_____

Reimbursement $_____

Approved by_____

This form must be properly completed to be a valid request.

Mail to:
Christine Otiende
GFS/LA Treasurer
2433 N Eastern Ave, #502
Los Angeles, CA 90032