

LOONG KONG YOUTH GROUP
REIMBURSEMENT FORM

Name: _____

Request Date: _____ Approval Date: _____

Check Number _____ Treasurer's Signature _____

Description	Code	Cost
Total		

Attach receipts here. Be sure to conceal any credit card numbers and other personal information.

CATEGORY	CODE
1. ADMINISTRATIVE	
SECRETARIAL SUPPLIES	1 A
FILM AND FILM PROCESSING	1 B
PHONE ALLOWANCE	1 C
TRANSPORTATION ALLOWANCE	1 D
BOOKS & MISCELLANEOUS	1 E
2. SPECIAL INVESTMENTS	
PRESIDENT'S DISCRETION	2
3. MAJOR EVENTS	
MOTHER'S DAY	3 A
FATHER'S DAY	3 B
LKYG ANNIVERSARY	3 C
4. ACTIVITIES	
SCHOLARSHIP RECEPTION	4 A
LECTURES/CULTURAL AWARENESS	4 B
PICNICS	4 C
FIELD TRIPS	4 D
SPORTING ACTIVITIES	4 E
HOLIDAY PARTY	4 F
MOVIE NIGHTS/SOCIALS/KARAOKE	4 G
5. OTHERS	
MEETINGS & FOOD	5 A
EASTER EGG HUNT	5 B
6. NEW EVENTS	
COMMUNITY SERVICE	6 A
PUBLICITY/COMMUNITY OUTREACH	6 B
MEMBERSHIP DRIVE	6 C
SPRING BANQUET PERFORMANCE	6 D
7. NONE OF THE ABOVE	7