

## Loong Kong Youth Group Reimbursement Form

Name \_\_\_\_\_

Request Date \_\_\_\_\_

Approval Date \_\_\_\_\_

Check Number \_\_\_\_\_

Approver's Signature \_\_\_\_\_

Description	Code	Cost
<b>Grand Total</b>		

Please staple all receipts to this form

Category	Codes
1. Administrative	1
2. Transportation	2
3. Spring Banquet Performance	3
4. Easter Egg Hunt	4
5. Mother's Day Celebration	5
6. Father's Day Celebration	6
7. LKYG Anniversary Event	7
8. Scholarship Reception	8
9. Lectures/ Cultural Awareness	9
10. Picnics	10
11. Field Trips/ Hiking	11
12. Sporting Events	12
13. Holiday Party	13
14. Movie Nights/ Socials	14
15. Meetings & Food	15
16. Community Service	16
17. Membership Drive	17
18. President's Discretion	18
19. None of the Above	19

Return completed form and legible receipts to a LKYG Board Member.  
 You may also scan documents and email to us at [lkyouthgroupsf@gmail.com](mailto:lkyouthgroupsf@gmail.com).