



## Texas Biomedical Forum Gala 2016 Reimbursement Request

Please use this form for reimbursement of Texas Biomedical Forum Gala expenses. A copy of the receipt **MUST** accompany this form. Please remember the TBF is a tax-exempt organization and does not pay sales tax. Therefore, it cannot reimburse for sales tax.

If you had a Gala expense for which you do not want to be reimbursed (thank you!), but which we should know about for budgeting purposes, please use this form to notify the Gala Treasurer.

Sara McCamish, Gala Treasurer  
119 Paseo Encinal  
San Antonio, Texas 78212

Name of Committee: \_\_\_\_\_

Expense Description:

Amount:

_____	_____
_____	_____
_____	_____
_____	_____

Total Amount: \_\_\_\_\_

Make checks payable to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\*Please submit any reimbursement requests by June 1, 2016.