



TEXAS BIOMEDICAL FORUM

Reimbursement Request – Non-Gala

Please use this form for reimbursement of Texas Biomedical Forum non-Gala expenses. A copy of the receipt/documentation **MUST** accompany this form. Please remember that the Texas Biomedical Forum is a tax-exempt organization and does not pay sales tax; therefore we cannot reimburse for sales tax.

If you had a Forum expense that you do not wish to be reimbursed for (thank you!), but we should know about for budget purposes, please use this form to notify the Forum Treasurer.

All reimbursement requests should be mailed to:

Carla Nelson, Treasurer
115 Cave Lane
San Antonio, TX 78209

Name of Committee _____

Expense Description:

Amount:

_____	_____
_____	_____
_____	_____
_____	_____

Total Amount: _____

Make check payable to:

Please submit all bills before June 1, 2016.