



**Town of Moultonborough**  
**OFFICE OF ADMINISTRATION**  
6 Holland Street • PO Box 139 • Moultonborough, NH 03254  
PHONE 603.476.2347 FAX 603.476.5835

**REIMBURSEMENT REQUEST FORM**

Note: Reimbursements from petty cash cannot exceed \$50.00

**Date:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Amount of Reimbursement:** \_\_\_\_\_

**Requested by:** \_\_\_\_\_

**Description of Expense:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Amount Approved:** \_\_\_\_\_

**Received by:** \_\_\_\_\_

**Signature:** \_\_\_\_\_