

SAMPLE REQUEST FOR REIMBURSEMENT

(You may include a spreadsheet summarizing expenses to accompany the letter below)

To be submitted on Grantee Organizational Letterhead

Date:

On behalf of the _____ I am requesting reimbursement of \$ _____ for planning/implementation (please identify) expenses incurred between _____ and _____, 2023 in conjunction with the SBA Entrepreneur Ecosystem Project.

Expenses are documented on the following enclosed items:

- *Value of Donated Labor Forms: Edna M., Yolanda F.*
- *Invoice: Birch Boat Builders, Inc.*
- *Canceled check # to Birch Boat Builders, Inc (copied front and back)*
- *Staff pay (journal, record or stub) for Sue M, Jerry G., and Jose F. showing donated staff time.*

The total cost reflected in this invoice is \$ _____ .

Sincerely,

Signature

Title

Address where to send check