



LOCAL COURT EXPENSE REQUEST

Print or Type

COURT NAME/NUMBER

COURT OFFICER NAME

PHONE

ADDRESS

CITY/STATE/ZIP

EMAIL

**Must be
signed by
two court
officers**

COURT OFFICER'S SIGNATURE/TITLE

DATE

COURT OFFICER'S SIGNATURE/TITLE

DATE

**Attach
receipts
for total
expenses
over \$25**

Activity Date	Description: Activity – Expense	High Court Reimbursement Requested (<i>Dollars</i>)
TOTAL		\$

Reimbursable items include but are not limited to the following:

Court Expenses

- Meeting expense
- Hall rental
- Office supplies/stamps

Fraternal Expenses

- Event entertainment
- Event refreshments
- Mass cards
- Community service project

Reimbursement based on Home Office review and approval.

Multiple events may be submitted on one form.

Reminder

You are only allowed reimbursement of 25% of your annual budget for donations.

Questions?

Contact the Fraternal Department at 800-552-0145 extension 4937 or email Judy James at jjames@catholicforester.org.

Submit completed form and receipts to:

Catholic Order of Foresters
 Fraternal Department
 355 Shuman Boulevard, P.O. BOX 3012
 Naperville, IL 60566-7012

Deadline: April 1st for previous year



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