



LOCAL COURT EXPENSE REPORT

REIMBURSABLE items include but are not limited to the following:

Court Expenses

- Meeting expense
- Hall rental
- Stamps for court mailings

Fraternal Expenses

- Community service project
- Mass cards
- Refreshments

NON-REIMBURSABLE items include but are not limited to the following:

- Cash
- Gift cards
- Trips

Reimbursement based on Home Office review and approval.

Submit multiple events 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 Judy James at jjames@catholicforester.org.

SUBMIT COMPLETED FORM AND RECEIPTS TO:

Fraternal Department
 Catholic Order of Foresters
 355 Shuman Boulevard
 Naperville, IL 60563-1270

DEADLINE

April 1st for previous year.

Court Name/Number _____

Print or type. Court Officer Name _____ Title _____

Phone _____ Email _____

Address / City / State / ZIP Code _____

LOCAL COURT ENDORSEMENT

Must be endorsed by two officers.

Court Officer Name / Title	Court Officer Signature	Date
Court Officer Name / Title	Court Officer Signature	Date

EXPENSE RECORD

Attach receipts for total expenses over \$25.

Activity Date	Description of Activity - Expense	Reimbursement Requested from High Court
TOTAL		



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