



LOCAL COURT EXPENSE REPORT

Print or type

Court Name/Number

Court Officer Name

Title

Phone

Email

Address / City / State / ZIP Code

LOCAL COURT ENDORSEMENT

Court Officer Name / Title

Court Officer Signature

Date

Court Officer Name / Title

Court Officer Signature

Date

Must be signed by two court officers.

EXPENSE RECORD

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

Attach receipts for total expenses over \$25.

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 Judy James at jjames@catholicforester.org.

SUBMIT COMPLETED FORM AND RECEIPTS TO:

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

DEADLINE

April 1st for previous year.



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