



# The General Grand Council of Cryptic Masons, International

## Expense Reimbursement Request

Please remit with receipts or documents (e.g. a map is acceptable for mileage calculations) for each line item requested. Mileage is calculated at \$.50 US per mile for pre-approved travel. Generally approved items include airfare/mileage, hotel (room/tax/resort only), tolls, car rental, gas, and parking fees. Other fees are subject to review and approval by the General Grand Master.

### Requestor Information

\_\_\_\_\_  
First Name                      Middle Name                      Last Name                      Suffix                      Committee/Office                      Expense Purpose/Project

\_\_\_\_\_  
Address                      City                      ST                      Zip Code                      Telephone                      Email Address

Date	Description	Type	Qty	Amount	Sub-Total	Account (Office)
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____	_____	_____

**Total** \_\_\_\_\_

\_\_\_\_\_  
Signature  
  
\_\_\_\_\_  
Date

<b>Return form with documentation to:</b> <b>Email:</b> <a href="mailto:mirwin@generalgrandcouncil.org">mirwin@generalgrandcouncil.org</a> <b>Fax:</b> (505) 213-0115 <b>Regular Mail: To the address here →</b>	Cryptic Masons International Attn: Mark E. Irwin PO Box 317 Spring Grove, PA 17362 USA
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Office Use:    Received: \_\_\_\_\_    Ref. No. \_\_\_\_\_