

**Friends For Learning
Expense Reimbursement Forms**

After making purchases for FFL classes, fill out a reimbursement form.
Attach **original receipts** (copies will not be accepted) to the form and mail to:

Maxine Smolowitz, FFL Treasurer
3925 E 97th N
Idaho Falls, ID 83401

Receipts for several types of purchases may be attached to one form with an explanation of the purchases (such as postage, copies, etc.) Make sure that only FFL Purchases are on the receipt.

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| FRIENDS FOR LEARNING REQUEST FOR REIMBURSEMENT | |
| Name: _____ Address: _____ _____ e-mail address: _____ | Description of Expense: _____ _____ _____ Amount: _____ |
| Signature: _____ | Date: _____ |
| Attach clean receipt(s) and complete all boxes. Mail to: Maxine Smolowitz, 3925 E 97 th N, IF, ID 83401 | |

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