

REQUEST FOR REIMBURSEMENT FOR CHILD CARE



P.O. Box 13365
Offutt AFB, NE 68113-3365

Date	Activity	Number of Hours	Number of Children	Account	Amount

Total _____

Committee Chair or Club Officer

Committee Chair or Club Officer

Date

Instructions

1. Payment for childcare is done on a reimbursable basis at the rate the Offutt AFB Child Care Center charges.
2. A receipt signed by the person who provided child care must be submitted with this form. Please attach it to the back of this form.
3. Complete the form and sign.
4. Form must be signed by the chair or vice-chair of committee for committee activities and club officer for General Membership meeting
5. Completed form is to be turned into the Treasurer who will issue a check.
6. Members may be reimbursed for up to 8 hours a month. Board Members may be reimbursed for up to 10 hours a month.