

From the Grand Chapter Finance Committee

For those who need to submit requests for reimbursement from Grand Chapter please make note of the following:

ALL requests must be submitted to the Grand Secretary within 60 days of the expense.

Only exception to this is the Deputy Grand Matrons who have been given separate instructions.

Requests must be submitted on the Reimbursement Request form available from the Finance Committee.

These forms must be clearly printed or typed and all information completed.

Copies of all receipts must accompany all requests.

If you are eligible for mileage please include a copy of the page from Mapquest, Yahoo Maps etc. showing where you started, ended, and returned. Starting out from someplace other than home include that print out also.

The Finance Committee can be reached at:

maoesfincomm@gmail.com.

Grand Secretary's Address: P.O. Box 600583, Newtonville, MA 02460-0006

Nancy E. Coach Patterson, P.M., Chairman

Lisa A. Galarneau, P.M.

Claire E. Wilder, PGM