



MARINE CORPS LEAGUE

DET # 885

INTEROFFICE MEMORANDUM

TO: ALL MEMBERS
FROM: PAYMASTER
SUBJECT: REIMBURSEMENTS
DATE: 10/20/2005
CC: LEAGUE OFFICERS, WEBMASER

As of this date, all requests for reimbursements must be made on the MCL reimbursement form. This form is available in the league office or online.

A detailed invoice or receipt must accompany and be attached to the MCL reimbursement form.

Once the appropriate paperwork has been submitted, please allow five to ten working days to process these requests. Remittance will usually be faster than that but please remember that we are all volunteers.

Semper Fi,

David M. Voors

Paymaster