



REIMBURSEMENT REQUEST

Mail completed requests with all receipts to: RCC Treasurer
 P.O. Box 1841
 Bothell, WA 98041-1841

Name: _____
 Address: _____
 City, State, Zip: _____
 Telephone: _____
 E-Mail: _____

Event (RAMROD, Cannonball, S2S, Newsletter, etc.): _____

Please categorize your expenditures (printing, postage, fuel, rider food, meals, lodging, etc.).
 You **MUST** have a receipt for each expenditure.

Category	Amount	Category	Amount
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

Total: \$ _____

Do not write below this line. Official use only.

Received: _____ Approved by: _____ Date: _____

Receipts Yes - complete: _____ Check #: _____
 attached? Incomplete: _____ Check date: _____
 No: _____ Check amount: \$ _____