



REIMBURSEMENT REQUEST

Date: _____

Expense Category

Check one category: ____ General Account ____ Home Tour Account

Attach all receipts. List each expenditure separately. Thank you.

Reason for Expenditure	Amount
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____
7. _____	\$ _____
Total requested	
	\$ _____

Print Name: _____

Signature: _____

Scan and attach all receipts, and email to: Finance Chair: minewtonea@volcano.net
or print and mail to PO Box 611, Sutter Creek, CA 95685

Please contact Marilyn Newton with questions at (209) 245-6172 or minewtonea@volcano.net.

Do not write below line. It is for Finance use only

Date paid: _____ Check Number: _____ Amount: \$ _____

Finance Chair or designee: _____

Finance Chair Signature: _____