

Willamette Valley Cycling Team

Reimbursement Request

All submittals totaling more than \$25 must be accompanied by receipts (originals or photocopies) for purchases made on behalf of the Willamette Valley Cycling Team (WVCT). Receipts are not needed for submittals totaling less than \$25. Mail to Nate Sweet: 2548 SE 36th Ave. Portland, OR 97202.

Reimbursement Requests must be submitted within 14 calendar days following the expenditure.

Date of Request:		Requested By:	
Mailing Address, City, State & Zip:		Phone:	
		E-mail:	
Reimbursement method requested:	<input type="checkbox"/> Check (Snail-mail or Electronic) <input type="checkbox"/> Check (Pick-up/hand delivery) <input type="checkbox"/> Paypal		
Reimbursement Amount: (Receipts attached)	\$	To be paid to (name):	
Description of Expense: (Itemize, where practical)	#	Description	Dept/Event
	1.		\$
	2.		\$
	3.		\$
	4.		\$
	5.		\$
OFFICE USE ONLY			
Account Name:		Approved By:	
Authorizing Signature:			
Amount Approved:	\$	Received By:	
Payment Date:		Payment Method:	
Treasurer's Signature:		Check #	

REMINDER:

Submit requests only for purchases made directly on behalf of the WVCT for the purpose of promoting a WVCT cycling event, or for general team business. Expenses may include items such as office supplies, promotional materials, equipment rental fees, etc. Questionable reimbursement requests will be reviewed by the Team Board.

Purchases totaling more than \$500 must be pre-approved by the Team Board. Purchases made exceeding this amount without pre-approval may be subject to reimbursement up to the listed limit.