PNWPWDC Expense Report

Submit this form along with supporting receipts to the event chairperson, or to the PNWPWDC Treasurer if so directed by the event chairperson.

Name:
Address:

Telephone:
email:
Date of expense report:

Please detail all expenses submitted , including event name, category of expense, detail of where expense was incurred and for what purpose, and the date and amount of the expense. ALL EXPENSES MUST BE ACCOMPANIED BY A RECEIPT WITH THE TOTAL AMOUNT INDICATED. If only some items on a receipt are reimbursable expenses, those items must be circled and totaled on the receipt.

Expense categories include: printing, postage, hospitality, fees, site rental, judge expenses, instructor expenses, equipment, awards, supplies, advertisement, charitable donations by the club, insurance, and others. If you are not sure of the correct category, please describe the expense completely so a category may be assigned.

Event name	expense category	description of expense/vendor	date of expense	amount

Total reimbursement due	

Notes: