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Description automatically generated

MILTON PONY CLUB

EXPENSE FORM

*All requests for reimbursement of expenses must be accompanied by receipts.*

*This applies to tolls, parking, meals, copies, etc. This in an IRS requirement for non-profit organizations.*

**NAME:** **DATE:**

I request reimbursement for amounts expended by me as (volunteer position)

in connection with on

(event/activity) (date)

1. **TRAVEL**
   1. Mileage: \_\_\_\_\_\_\_ @ $0.35/mile $
   2. Tickets: Airline, Bus, Train (receipts must be attached) $
   3. Parking , Tolls, etc. (receipts must be attached) $
2. **MEALS** (receipts must be attached) $
3. **HOTEL** (receipts must be attached) $
4. **POSTAGE** (receipts must be attached) $
5. **TELEPHONE** (Marked monthly bill copies must be attached) $
6. **PRINTING/PHOTOCOPIES** (invoice must be attached) $
7. **OTHER** (Explain) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $

**TOTAL EXPENSES**  $

1. **CONTRIBUTION (**enter amount as negative number) $

If you wish to donate all or part of this amount to the Education Fund, please indicate the

amount of contribution here. Contributions are deductible for income tax purpose as  
allowed by law. A letter of *acknowledgment* will be sent for your records. Thank you!

1. **BALANCE DUE** (amount to be refunded to you by MPC) $

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For Club Use:

Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Paid \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check Number \_\_\_\_\_\_\_\_\_\_\_

Via PayPal

Paypal Address:

Or

Send Check To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved By: