

IRDTC VOUCHER REQUEST FOR REIMBURSEMENT

Date of request: _____ Name (print): _____

Make check payable to: _____

Mailing Address: _____

Phone #: _____ - _____ e-mail: _____

Important: Check this box if the expense was charged directly to an IRDTC Credit Card.
If checked, use a separate form for any receipts needing reimbursement payment to you.

Instructions:

- 1.) Be sure that you are authorized or assigned to make the purchase.
Check with a board member or activity chairperson for verification
- 2.) All requests for reimbursement of expenses made on behalf of IRDTC must use this voucher
- 3.) Receipts must be included. Exception for instructor stipend requests
- 4.) List each receipt separately along with its amount and explanation. Identify what the purchase was made for: i.e. training, trial, agility, obedience, etc. Be as specific as possible.
- 5.) Any purchase over \$250.00 will require President's signature before check will be issued.
Exception are purchases approved at a club meeting, budgeted purchases, rental of equipment, facilities or insurance for trials
- 6.) Place this form and receipts in the Treasurer's cubby at the training facility or mail to:
Treasurer, Indian River Dog Training Club 1465 Clearmont St NE, Unit B, Palm Bay, FL 32905-4017
- 7.) Electronic submissions of this form plus scanned receipts can be made to treasurer@irdtc.org .
If submitted electronically please keep form and original receipts until acknowledged and paid
- 8.) By submission of this form, you are attesting that these expenses are for club purposes

Expense Date	Amount	Explanation of expense
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

President's signature (if over \$250): _____

Treasurer's notes below:

Amount paid: \$ _____ on date: _____

Check #: _____

Hand delivered

Mailed

Paid by: _____