Gallatin Valley Back Country Horsemen

REIMBURSEMENT REQUEST

Record volunteer expenses for reimbursement. Attach receipts with amounts circled.

Member Name:

Date Submitted:

Preferred Payment Method

☐ Check ☐ PayPal ☐ Venmo

PayPal / Venmo Handle:

Date	Project / Event	Description of Expense	Amount
		TOTAL	

Member Signature:

Date:

FOR TREASURER USE ONLY

Approved By:

Check / Reference #:

Date Paid: