LOGO

Cedar Valley MTB

Team Expense Reimbursement Request Form

Date	Submitted by:
Address	City/ST/ZIP
Phone	Email
Authorized by	For faster receipt, provide Zelle ID

Receipts

Vendor	Description	Category Code	Amount
			$
			$
			$
			$
			$
			$
			$
			$
			$
			$
TOTAL	$		

Budget Category Codes

6050 Program Expenses: Team Trailer Pull Fuel
6060 Program Expenses: Team Trailer Maintenance & Registration
6070 Program Expenses: Team Equipment & Program Supplies <$500
6080 Program Expenses: Bike Library Maintenance & Repair
6130 Program Expenses: Awards & Recognition
1530 Fixed Assets: Race & Program Equipment >$500
8050 Management & General: Software & Tech Subscriptions
8070 Management & General: Postage, Printing & Office Supplies
8090 Management & General: Board & Governance Expenses
Other

How to submit: Complete this form, and scan it and all combined receipts into a single PDF, and to **treasurer@cedarvalleymtb.com**. Keep a copy for your records.

Approver Signature

Date Approved