



Scotts Valley Sportsmen's Club

Expense Reimbursement Request

This is an interactive form that you can fill out on your computer and print.
Alternatively, you can print this form first and fill it in by hand.

Member Name		Membership Number
Address 1		
Address 2		
City / State / Zip		
email		
phone		

☐ OK to mail a check to the address above

☐ Other payment instructions: _____

Item / Expenditure	Vendor	Amount
TOTAL AMOUNT		

Receipts must be submitted for all expenditures. Copies or PDF files from scanner OK.

Project: _____

Member Signature: _____ Date: _____

Board Member: _____ Date: _____

Approval (amounts over \$250)

Ways to submit your expense reimbursement request:

1. Hand it to the treasurer, or other club officer in person at a club function or meeting.
2. Email it to: treasurer@scottsvilleysportsmen.com with a copy to secretary@scottsvilleysportsmen.com (scan this report and all receipts to PDF files and include as attachments to your email)
3. Mail this form and all receipts to the club at: SVSC
PO Box 66132
Scotts Valley, CA 95067-6132