

**Tualatin Valley Council
Advertising Club Lessons - Expense Reimbursement Form**

This form may be used for the reimbursement of expenses (Maximum \$200.00) related to the advertising of square dance lessons.

TVC Club Name: _____ **Contact Name:** _____

Contact Address: _____

Contact Phone: _____ **Contact E-Mail:** _____

Date of Request: _____

Reason(s) For Reimbursement Request: List item purchased and amount.

Item	Dollar Amount
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____

Reimbursement Amount Requested: \$_____ (*Maximum \$200.00*)

Make Check Out To: _____

Send To: _____

Requests will be reimbursed after approval by Tualatin Valley Council Officers.

Approved by:

Finance Committee

Council President or Vice President

Receipts must be attached to this form.