



Dauphin Dog Training Club
719 Manada Bottom Road
Harrisburg, PA 17112-8817

EXPENSE REIMBURSEMENT REQUEST FORM

1. Please fill out the requested information on this form.
2. All receipts must be attached to this form.
3. Trial, Committee and Event requests must be approved by the Chair of the activity through a signature on the line below or through an email to the treasurer from their personal email account.
4. All expense requests are subject to review by the Board of Directors. Expenses of more than \$100.00 require the approval of the Board.
5. Deliver the completed request for reimbursement to the DDTC Treasurer (contact Information below).

Dauphin Dog Training
719 Manada Bottom Road
Harrisburg, PA 17112-817
717-469-1717
email: ddtcbooks@gmail.com

Payable to: _____

Address: _____

Phone: _____ Email: _____

Authorized Signature: _____ Date: _____

Receipt Attached? (Yes/No)	Description of Expense Item	Event and Event Date	Amount
	Continue on the back of this Form if necessary	Total to be Reimbursed	

