



Request for Driving School Reimbursement

(Use the Tab key to complete shaded portions, or print and complete legibly by hand.)

Event: <i>(indicate track and date)</i>		
Requestor's Name		
Address		
City, St, Zip		
Phone		
email:		
Make check payable to:		
Mail check to:	<input type="checkbox"/> Requestor	Other:
	<input type="checkbox"/> Address on Invoice	

Expense	Explanation	Amount
Track Rental		
Course Workers		
Lodging		
Meals		
Insurance		
Water, Ice		
Other		
TOTAL		

- ✦ Illegible requests and requests missing receipts or explanations will be returned unpaid.
- ✦ Reimbursements must be approved by appropriate board member or event chair.
- ✦ Receipts must accompany reimbursement requests.
- ✦ Requests can be mailed to: 1905 Del Mar, Laguna Beach, CA, 92651, or faxed (with copies of the invoices) to 949.415.0077.
- ✦ Approved requests may be mailed directly to the treasurer.

Approved by: _____

Date Submitted: _____

Treasurer's use only: _____

In order to maintain accurate records, and to enable the DEC to forecast realistic future budgets, all requests for reimbursement must be approved by Darren Young, Roger Scilley or Delight Lucas. No check shall be issued to vendors, workers or for other expenses unless it has been signed off by one of the above three persons. If you absolutely have to skip this step, you MUST still provide Delight Lucas/Roger Scilley with copies of the invoices.