

KANSAS CITY EXPRESS - REIMBURSEMENT REQUEST

RECEIPTS TOTALING THE AMOUNT OF REIMBURSEMENT MUST BE ATTACHED:

DATE:

YOUR NAME:

PHONE:

PROJECT/CATEGORY
(See reverse side for list):

REASON FOR REIMBURSEMENT:

MAKE CHECK PAYABLE TO:

AMOUNT: \$

FULL ADDRESS
(your check will be mailed to you):

FOR TREASURER USE ONLY:

Category:

.....

Check #:

.....

Date:

.....

Logged:

.....

MD5K EXPENSES

- Cash Awards & Prizes
- Charity Donation
- Discounts/Registration Refunds
- Packet Pickup
 - Bibs
 - Race Day Instruction Materials
- Planning Meeting Expenses
- Postage
- Publicity
 - Printed Materials
 - Social Media
- Race Clothing
- Race Director Expenses
 - Stipend
 - Training/Travel/Lodging/Etc.
- Race Timing Services
- Scholarships
- Sponsorship Appreciation Dinner
- Start & Finish Line/Race Course
 - Balloons
 - Charms
 - Course Inspiration
 - DJ/Emcee
 - Family Area
 - Food
 - Photography
 - Police Security/EMT/First Aid
 - Porta Potties
 - Tiaras
 - Tents
 - Trash
 - Volunteers
 - Water Stops
- Storage Unit Rental
- Supplies - Miscellaneous
- Training Team
 - Open House
 - Volunteer Clothing
- Truck Rental/Gas/Driver Lodging

CLUB EXPENSES

- BRAG
 - Clothing
 - Printed Materials/Supplies
- Club Clothing Design/Production
- Donations - Charity/Community Outreach
- Hospitality
- Meeting Expenses
- PO Box Rental/Postage
- Professional Services
 - Accounting
 - Coaching
 - Legal
 - Web Design
- Publicity
 - Expos
 - Other
- Road Runners Club of America (RRCA)
 - Annual Dues
 - Convention Registration/Travel/Lodging/Etc.
- Sales Tax
- Social Committee
 - Activity & Program Clothing/Food/Supplies
 - Activity & Program Fees
- Treasurer/Officer
 - Quickbook Online Subscription
 - Supplies
- Waterbox Supplies