

VV Boosters Reimbursement Form

Date

Payee:

Reimbursement

\$\$

Team

One form is to be used for each separate expense.

Expense type

Fundraiser

☐

Facility Rental

☐

Equipment / Supplies

☐

Team trips

☐

Lodging /Meals

☐

Membership Dues

☐

Tour Fee

☐

Postage

☐

Office Supplies

☐

Professional Fee

☐

Other

☐

Type of Fundraiser (exp: liftathon)

Total Expense from fundraiser

\$

:

If any team is gifting or paying someone for their time for volunteering, each team must track the payments per calendar year.

At the end of the calendar year (Aug) a list of each person paid by each team must be turned into the treasurer no later than 9/15

As a general rule, we must issue a 1099-MISC to each person to whom we have paid at least \$600 in rents, services (including parts and materials), prizes and awards, or other income payments