



The Colorado Trail Foundation

710 10th Street, Rm. 210, Golden, CO 80401

303-384-3729 ctf@ColoradoTrail.org

EXPENSE REIMBURSEMENT REQUEST FORM

Dear Friend of the CT:

If you are filling out this form, then chances are you have helped The Colorado Trail Foundation in a big way and we THANK YOU. The CTF values the time and effort of all volunteers, however, reimbursing all volunteer expenses would pose a financial burden that would limit the Foundation's ability to sustain the organizations and maintain The Colorado Trail. To serve as a good steward of the funds donated for the benefit of The Colorado Trail, the CTF will reimburse only those expenses incurred in essential CTF operations.

The Foundation normally will not reimburse for the following expenses (to include, but not limited to): alcoholic beverages, gasoline, expenses incurred by volunteers serving as crew members of adopters, expenses incurred in attending Board meetings, CTF programs or activities.

For review of reimbursement, ALL CORRESPONDING RECEIPTS must be submitted with expense reimbursement request form.

Please complete & return to the CTF office with receipts.

To complete this form on your computer, first enter the name of the requester. Press the TAB key to move among fields and enter the appropriate information into the tables below. When finished print form, sign and mail to the CTF office with receipts.

Requester Information				
Contact Name				
Event or Crew #				
Street Address				
City	State	Zip	Phone	E-Mail Address

Use one line per receipt.

Date Purchased	Merchant	Brief Description of Items Purchased	Amount (\$)
Total Amount Requested			

Do not write below this line.

Approved by: _____ Entered into QuickBooks: _____

Check stub attached: _____ Receipts attached: _____