

**EXPENSE REIMBURSEMENT REQUEST**  
**Driving School Volunteers**  
**Rocky Mountain Chapter – BMW CCA**

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Name \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Day \_\_\_\_\_ Evening \_\_\_\_\_

***REIMBURSEMENTS MUST BE SUBMITTED WITHIN 90 DAYS OF EVENT***

Date	Event	Expense Description	Amount
	Driving School	Gas Allowance \$10 per day for volunteer who drove their car to the track only because of volunteering (i.e. school drivers are ineligible)	
		Hotel Allowance – for 2-day volunteers, ½ of cost of a hotel night. (i.e. school drivers are ineligible) <b>Need to attach hotel receipt.</b>  _____ One Night      max <b>\$40.00</b>	
	<b>(Attach all receipts)</b>	<b>TOTAL</b>	

***ALL HOTEL RECEIPTS MUST BE SUBMITTED***

**Please email: [treasurer@rmcbmwcca.org](mailto:treasurer@rmcbmwcca.org) and  
 Mail ALL receipts to: RMC BMW CCA; Attn: Patty Tunnell; 7233 W. 116th Place; Broomfield, CO. 80020**

**This portion to be completed by RMC Treasurer only**

Amount Reimbursed \_\_\_\_\_

Date \_\_\_\_\_

Check Number \_\_\_\_\_