



BMW Car Club  
of America  
Rocky Mountain Chapter



## RMC BMW CCA Driving School Expense Reimbursement Form

Email readable pictures of your receipts and this form to:

[bookkeeper@rmcbmwcca.org](mailto:bookkeeper@rmcbmwcca.org) (Patty Tunnell)

<b>Name:</b>	<b>Mailing Address:</b>
<b>Email:</b>	
<b>Phone:</b>	

Date(s)	Description	Daily Max Amount	Qty	Amount Requested
Friday Track Day (Instructor Fun Day)				
	Full Day - Instructor paid track fee	\$95		\$
	Half Day - Instructor paid track fee	\$65		\$
Instructor Training School (Teaching/Learning to be Instructor)				
	Full Day - Instructor paid track fee	\$190		\$
	Half Day - Instructor paid track fee	\$130		\$
Instructor Hotel				
	Half of total cost or \$40 per night, whichever is <u>less</u> .	\$40		\$
	I stayed with a roommate and I need to be reimbursed for them	\$40		\$
Driving School				
	Instructor Gas, Per Day	\$10		\$

Volunteers				
	Volunteer Gas, per Day (Drove to track to volunteer)	\$10		\$
	Hotel Allowance - Half of total cost or \$40 (max 1 night), whichever is <u>less</u> , 2-day volunteers only.	\$40	1	\$

### All Receipts Must Be Included for Reimbursement

Instructors: If you stayed in a hotel with an Instructor roommate, each of you is eligible for the \$40/night (max). Both must submit this form and write the others' name here: \_\_\_\_\_

Subtotal	\$
Donate to Club	-\$
<b>Total</b>	\$

### This portion to be completed by RMC Treasurer Only

Amt. Reimbursed \$ \_\_\_\_\_ Date: \_\_\_\_\_ Check #: \_\_\_\_\_