Ride Leader
Reimbursement Form

As a non-profit organization, we greatly appreciate any member willing to donate time and resources in support of our ride program. In appreciation for leading a ride, CRW will reimburse you for the following expenses:

- **Marking Paint and/or Map & Cue Sheet copying** – Please supply actual or copies of receipts if available.
- **After Ride Party** – If you host an after ride party we ask you to provide a "donation" box. Most riders will contribute. CRW will reimburse you for your total expenses for the party less the amount collected. We realize it is difficult to keep complete records of money spent for a party so we ask you to be accurate as possible in your accounting.
- **Auto Expense** – CRW does not usually reimburse auto expenses such as mileage or fuel. If you feel you need an exception to this policy please contact the VP of Rides.
- **NOTE**: expenses under $25 do not require a reimbursement form or receipts. You can email the treasurer (treasurer@crw.org)

_____ _____

Name of Ride and Date Ride Leader Name

_____ _____

Ride Leader Email Address Phone

_____ _____ ____ _____

Address City State Zip

Reimbursable Expenses		
		$
		$
Party Expense:	$	
Less Party donations:	( )	$
Total Reimbursement Requested:		$

For fastest reimbursement, scan or photograph this form and receipts and email them to treasurer@crw.org.

Or, mail this form with your receipts to: Amy Wilson, 5 Alveston Street, Jamaica Plain, MA 02130.