DRF | DAVIS ROBOTICS FOUNDATION

EXPENSE REIMBURSEMENT REQUEST FORM
Citrus Circuits

Requestor name (as it should appear on the check): _____

Mailing address: _____

Phone number: _____

(If parent) Name of student: _____

Date: _____ / _____ / _____

<div style="border:1px solid">Date received by bookkeeper</div>

Event/Competition (if applicable): _____

Please enter breakdown of expense amount in each category:

CATEGORY	AMOUNT	CATEGORY	AMOUNT
Competition Food/Lodging	$	Hardware Electrical Subteam	$
Competition Transportation/Fees	$	Hardware Mechanical Subteam	$
DYR	$	Software Robot Subteam	$
RoboCamps	$	Software Scouting Subteam	$
Shop Equipment & Facilities	$	Business and Media Subteam	$
Team Apparel	$	Game & Field Elements	$
Team Events/Meals	$	Large Capital Expenses	$
Outreach: _____	$	Other: _____	$
		TOTAL	$

APPROVED BY:

Brook Ostrom, Lead Mentor, Citrus Circuits   Bookkeeper, Citrus Circuits
Initials: _____   Initials: _____

DRF REIMBURSEMENT CHECK REQUEST

Organization requesting reimbursement: __Citrus Circuits_____

Make check out to: _____   Reimbursement Amount: _____

APPROVED BY:

Steve Harvey, Lead Mentor, Citrus Circuits   Bookkeeper, Citrus Circuits
Signature: _____   Signature: _____

For Davis Robotics Foundation Treasurer's use

Signature: _____   Check #: _____   Date paid: _____