

**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: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Date received by bookkeeper
-----------------------------

Event/Competition (if applicable): \_\_\_\_\_

Please enter breakdown of expense amount in each category:

CATEGORY	AMOUNT	CATEGORY	AMOUNT
Competition Food/Lodging	\$	Hardware Electrical Subteam	\$
Competition Travel Expense	\$	Hardware Mechanical Subteam	\$
Competition Fees	\$	Software Robot Subteam	\$
Miscellaneous	\$	Software Scouting Subteam	\$
Mentor Stipends	\$	Business and Media Subteam	\$
Outreach	\$	Game/Field Elements	\$
Team Party/Food	\$	Large Capital Expenses	\$
Team Apparel	\$	Other: _____	\$
<b>TOTAL</b>			\$

APPROVED BY:

Steve Harvey, Lead Mentor, Citrus Circuits

Initials: \_\_\_\_\_

Bookkeeper, Citrus Circuits

Initials: \_\_\_\_\_

**DRF REIMBURSEMENT CHECK REQUEST**

Organization requesting reimbursement: Citrus Circuits

Make check out to: \_\_\_\_\_

Reimbursement Amount: \_\_\_\_\_

APPROVED BY:

Steve Harvey, Lead Mentor, Citrus Circuits

Signature: \_\_\_\_\_

Bookkeeper, Citrus Circuits

Signature: \_\_\_\_\_

For Davis Robotics Foundation Treasurer's use		
Signature: _____	Check #: _____	Date paid: _____