

Pleasant View R-VI Community Club  
Field Trip Reimbursement Form

Requestor's Name: \_\_\_\_\_ Date: \_\_\_\_\_

<u>Field Trip Expenses:</u>	<u>\$ Amount</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**\*\*Please attach all receipts** **Total Expenses:** \_\_\_\_\_

Field Trip Destination(s): \_\_\_\_\_

Field Trip Date(s): \_\_\_\_\_

Class(es) Attending: \_\_\_\_\_

Mailing Address (if it applies)

Check Payable to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special instructions or notes:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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For Community Club use only

Receipts \_\_\_\_\_ Date paid: \_\_\_\_\_ Check #: \_\_\_\_\_ \$ Amount: \_\_\_\_\_