Pacific Crest Trail Association
Volunteer Advance Request Form

Check Payable To: ________________________________
Address: _____________________________________
Date of Request: ________________________________
PCTA Region/Rep: ______________________________
Volunteer Group/Corps Crew: _____________________
Project Name: _________________________________

<table>
<thead>
<tr>
<th>Receipt Date</th>
<th>Tools</th>
<th>Supplies</th>
<th>Other</th>
<th>Total Expenses</th>
<th>Purchased From</th>
<th>Description of Purchase</th>
<th>Accounting use only</th>
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<tbody>
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<td>Account</td>
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<td>Class</td>
</tr>
</tbody>
</table>

Totals 0.00 0.00 0.00 -

Volunteer Signature and Date

Reimbursements must be submitted within 30 days of a project.

Checks are processed on or around the 1st and the 15th of each month.

Please complete this form and mail it with your receipts to:
Pacific Crest Trail Association, Attn: Accounting
2150 River Plaza Drive Suite 155, Sacramento, CA 95833

Effective 10/1/2021

Once you have made your purchases, you must complete a Volunteer Reimbursement Request Form. All original receipts should be attached to the form. If you have spent more than the amount of the advance, PCTA will send you a reimbursement check for the difference. If you have underspent the advance, a check made out to PCTA for the difference should be sent in with the receipts.