

Pacific Crest Trail Association Volunteer Advance Request Form

Check Payable To: _____
 Address: _____
 Date of Request: _____

PCTA Region/Rep: _____
 Volunteer Group/Corps Crew: _____
 Project Name: _____

Receipt Date	Amount of Expenses				Purchased From	Description of Purchase	Accounting use only		
	Tools	Supplies	Other	Total Expenses			Account	Activity Code	Class
				-					
				-					
				-					
				-					
				-					
				-					
				-					
				-					
				-					
				-					
				-					
Totals	0.00	0.00	0.00	-					

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.

 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 or email it with your receipts to:
 Pacific Crest Trail Association, Attn: Accounting
 2150 River Plaza Drive Suite 155, Sacramento, CA 95833 or
 accounting@pcta.org