

### **Oldies But Goodies Cocker Rescue - Reimbursement Claim**

please scan and email to [Finance@cockerspanielrescue.com](mailto:Finance@cockerspanielrescue.com) or mail to PO Box 30821 Bethesda MD 20824 include copies of receipts. Please be sure to sign the form. Thanks!

Name \_\_\_\_\_

Date Prepared \_\_\_\_\_

Address \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Date	Dog or Event	Expense Description	Amount

Signature \_\_\_\_\_

Total Expenses \_\_\_\_\_

\* Expenses to be reimbursed please attach receipt copies

\*\*Expenses not to be reimbursed – use separate Charitable Contribution Form

(1) See Foster Guidelines for reimbursement policy, especially related to dog food, supplies and medical. Generally, food is only reimbursed if preapproved. treats and toys are not reimbursable. Medical must be preapproved if not a standard procedure from a preapproved vet. Note that expenses that are not reimbursable may still be claimed for taxes. Expenses for OBG events should be discussed with the event coordinator and preapproved through the Treasurer.

Please file expenses every 90 days. Claims received after March 31 for the previous calendar year expenses will not be reimbursed.