

Expense Reimbursement Request Fourth Division, PNR, NMRA



Submit to

Robin Peel (Treasurer, 4D PNR NMRA)
2439 Lorentz Pl N
Seattle WA 98109
treasurer@4dpnr.com (preferred & faster)

Receipts

- Attach receipts for all expenses. For travel/mileage, please also complete page 2.
- For email, please scan and attach this form & receipts (or take photo with your phone).

Reimbursement details

Your name: _____

Your mailing address: _____

Your mailing City State / Zip _____

Amount to be reimbursed: \$ _____

Item(s) purchased: _____

Purchased from: _____

Purpose or use: _____

Group or task: _____

Your signature: _____

.....

Treasurer's use only

Date received: _____

Approved by: _____ 4D Position: _____

Approval date: _____

Date paid: _____

Payment method:

☐ Chase Bill Pay (preferred)

☐ Mailed cheque #: _____

☐ PayPal

Travel Expense Reimbursement Detail

Fourth Division, PNR, NMRA



Name of event attended: _____

Group (eg. HO Modular group): _____

Location/Stop	Destination	Mileage
Start / Home		
To (stop 1)		
To (stop 2)		
To (stop 3)		
To (stop 4)		
To (stop 5)		
To (stop 6)		
TOTAL		

Total Reimbursement:

Total miles (from above)

..... Total miles (from above)

..... IRS mileage rate (From January 2023 = \$0.655 per mile)

..... Total mileage reimbursement

..... Parking fees

..... Bridge tolls

..... Ferry tolls

..... **TOTAL reimbursement sought**