Expense Account

Please provide applicable documentation to substantiate this expense

Print Form

Kerry Blue Terrier Foundation™
Kerry Blue Terrier Foundation
P.O.Box 1495
Solvang, Calif. 93464
United States

Phone: 800-532-2890

www.kerfyblues.info

Volunteer Name:

Email Address:

Kerry's Name for the Expense:

Expenses From (date):

Expenses To (date):

Mailing Address of Check:

Address

City State Zip Code

Additional Copies at: Rescue/Adoption Info/Contracts

Expense Date	Expense Description	Comment	Expense Amount

Total Expenses	
Total Advance	
Total Reimbursement	

Signature Date

Approved Date

Paid Date Check Number

How do you want to get paid?
___ Send me a check
___ Consider it a donation to the KBTF. We will send you a receipt for your taxes.

All expenses must be approved by the RD. Scan this form and supporting documentation and email to your RD. The RD will file the form and docs in DropBox with the dog's records and forward the Expense Report to the Treasurer for payment. Thank you for volunteering.