Guild of Oregon Woodworkers Expense Reimbursement Report

**Please pay to:**

**Name**

**Address**

**City State Zip**

**ITEM EXPENSE**

**Date** –

**Name –**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Date** | **Amount** | **Description** | **Supplier** | **Expense Type** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
|  | **Total** |  |  |  |  |

Please attach receipts. If no receipts are available, please return completed W-9. If no receipt is attached, you are subject to receiving an IRS-1099NEC at year end. If reimbursement is for instructor fee, please return completed W-9. If you exceed the threshold, you will receive an IRS-1099NEC at year end.

Cut and paste completed expense form into an email and send with scans of your receipts to treasurer@guildoforegonwoodworkers.org

Or mail to:

Guild of Oregon Woodworkers c/o Tom McCloskey, Treasurer
PO Box 80922
Portland, Or 97280
Email:  treasurer@guildoforegonwoodworkers.org

Phone:  210-827-4561