Payson Rimstones Rock Club
2026 Expense Reimbursement Form

Please use this form to claim reimbursement for any approved expenses that you incur supporting the Payson Rimstones Rock Club. Carefully identify the appropriate category of expense, recognizing that the first section of this form is for Rock Show (Spring and Fall) expenses only, whereas the second section of the form is for routine club operating expenses. Please provide official receipts/invoices for items being expensed, and send to the Club Treasurer (Club President, in the Treasurer's absence) for review/payment.

GEM AND MINERAL SHOW EXPENSES (SPRING AND FALL SHOWS)			
Expense Category	**Items Purchased**	**Location/Date**	**Amount**
Rental Space			
Rock, Gem, Fossil Purchases			
Equipment			
Signs, Banners			
Educational Items			
Printing/Marketing			
Ads/Promotion			
Vendor/Volunteer Appreciation			
Misc (postage, supplies, bags)			
Dealer Refunds			

GENERAL CLUB EXPENSES			
Expense Category	**Items Purchased**	**Location/Date**	**Amount**
Club Raffle Supplies			
Special Raffle Supplies			
Newsletter			
PO Box Fee			
Storage Unit			
Merchandise (shirts, hats, etc.)			
Office Supplies (mail, etc.)			
Hospitality (rentals, etc.)			
Website			
Gifts and other Misc.			
Lapidary Supplies			

COMMUNITY AND EDUCATION EXPENSES			
Expense Category	**Items Purchased**	**Location/Date**	**Amount**
Donation/Library			
Speakers			
Scholarships			
Education Programs			
		Total Expenses	**$0.00**

Check Payable To:		**Date:**	
Address to Mail Check To			