

GDWCAR

Travel Reimbursement Form

Greater Denton/Wise County Association of REALTORS® (GDWCAR) travel/expense reimbursement form. This travel/expense form must be submitted to the AE by email, mail or in person no later than 30 calendar days after qualifying travel or expense took place. If by mail or in person send form with receipts to 3805 W. University Dr. Denton, TX 76207, ATTN: Association Executive. You may also email the completed form with receipts to nancy@gdwcar.com. Reimbursements will only be made for those items specifically approved in the associations most recent travel policy, unless otherwise previously approved by GDWCAR's AE. Reimbursement will not be processed if past the deadline noted, if the form is incomplete, or if the required receipts are missing. Thank you.

Name: _____

Address (to mail check) _____

Phone: _____ email: _____

Leadership Position _____

Purpose of Travel _____

Dates of Travel _____

Description/amounts (attach additional pages if necessary)

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
	Total \$ _____

By checking this box, I certify that I am not asking for reimbursement for expenses also submitted to Texas REALTORS® or NAR for reimbursement.

Signature: _____ Printed Name: _____