



Site Petty Cash Expense Report

Name:

Address:

City, State, Zip:

Email:

Site:

Expense description:

Example – hair bows for 5k \$5.67

oranges for celebration \$6.78

Total: **\$12.45**

Please attach receipts to expense report and send to:

GOTR Rockies, 15101 E Iliff Ave Suite 200 Aurora, CO 80014

Each site may spend up to \$25 on incidentals (i.e. lap incentives, color printouts, team items for 5K, final banquets costs). Please submit all receipts at one time at the end of the season. **Please only one expense report per site.**