

Guild of Oregon Woodworkers Expense Reimbursement Report

Please pay to:

Name
Address
City
State
Zip

DESCRIPTION OF SERVICE

ITEMIZED EXPENSES

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

If reimbursement is for an instructor fee, please return completed [IRS W-9](#). If you exceed the IRS threshold, you will receive an [IRS 1099 NEC](#) at year's end.

Please attach receipts. Receipts that are not already electronic may be photographed or scanned. Attach the receipts to an email and send them to: treasurer@guildoforegonwoodworkers.org.

Original receipts and a printout of this form can be mailed to:

Guild of Oregon Woodworkers
c/o Tom McCloskey, Treasurer
PO Box 80922
Portland, OR 97280

If no receipts are available, please return completed [IRS W-9](#). If no receipt is attached, you are subject to receiving an [IRS 1099 NEC](#) at year's end.

If you have any questions please contact me (Tom McCloskey) either by email or phone.

Email: treasurer@guildoforegonwoodworkers.org
Phone: 210-827-4561