



DUPONT CIRCLE VILLAGE

SHATTERING THE STEREOTYPE

ADAMS MORGAN • DUPONT CIRCLE • KALORAMA

Request for Reimbursement of Volunteer Expenses

Dupont Circle Village reimburses out-of-pocket expenses incurred by volunteers in providing services to DCV members or to DCV. To be reimbursed, the expenses must be supported by adequate documentation. To comply with IRS rules, all reimbursement must be submitted within 60 days of being paid by the volunteer. Please provide the original of all receipts and retain a copy for your records.

Volunteer Name: _____

Volunteer Address: _____

Volunteer Activity: _____

Member Served (if applicable): _____

Date of Volunteer Activity: _____

Expense(s) to be Reimbursed: _____

Volunteer's Signature

Date

Please send the completed form and any documentation to:

Volunteer Reimbursement
Dupont Circle Village
2121 Decatur Place, NW
Washington, DC 20008