

**STAGE COACH PLAYERS  
REIMBURSEMENT REQUEST FORM**

Individual Requesting Reimbursement: \_\_\_\_\_ (please print)

Amount of Reimbursement: \_\_\_\_\_

Reason for Expenses, i.e. what show the expense was for (please print):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address where reimbursement should be sent:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Note: Request should be submitted to Chris Johnson and you must attach receipts or you will not be reimbursed. Requests should either be mailed or dropped off in my inbox at the theater box office. If you have several small expenses please submit them in a larger batch so that only one check needs to be generated and mailed out. Due to the timing of other expenses your reimbursement will generally be paid within a month of receipt. If you are going to be submitting a large reimbursement request please let me know in advance via email or phone so that I can secure the necessary funds.

Contact Information:  
Stage Coach Players  
ATTN: Chris Johnson, Treasurer  
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DeKalb, IL 60115  
815-758-1940  
treasurer@stagecoachers.com