



**FAUQUIER COUNTY DEMOCRATIC COMMITTEE**

**INSTRUCTIONS FOR COMPLETING THE FORM FOR  
REIMBURSEMENT OF A PERSONAL ADVANCE**

1. Use this form accompanied by receipt(s) and/or other documentation to obtain reimbursement of personal funds advanced by you to purchase goods or services related to federal election activities that benefit the Fauquier County Democratic Committee.
2. Please provide this completed form, receipt(s) and other necessary documentation to the Committee as soon as possible but not later than ten days from the date on the receipt.
3. The form and documentation may be:
  - a. Mailed to the Fauquier County Democratic Committee, PO Box 213, Warrenton, Virginia, 20188-0213.
  - b. Scanned and emailed to [treasurer@fauquierdemocrats.org](mailto:treasurer@fauquierdemocrats.org).
4. Please submit your request for reimbursement in a timely manner.
5. Incomplete or inaccurate information may delay your reimbursement.
6. If you have any questions you may contact us at [treasurer@fauquierdemocrats.org](mailto:treasurer@fauquierdemocrats.org).

Fauquier County Democratic Committee

PO Box 213

Warrenton, Virginia 20188-0213

**PERSONAL ADVANCE REIMBURSEMENT**

Please print using blue or black ink

Last Name		First Name		MI
Mailing Address				
City		State	Zip Code	
Name of Employer			Occupation	
Phone 1	Phone 2		Email	
Amount of Advance: \$ _____		<input type="checkbox"/> Cash advance	<input type="checkbox"/> Credit card	
Please describe the goods or services for which you advanced funds:				
Receipt(s) provided:			Date(s) on receipt(s):	
<input type="checkbox"/> YES <input type="checkbox"/> NO				
Contributor's Signature			Date:	