



INSTRUCTIONS FOR COMPLETING THE FORM FOR
REIMBURSEMENT OF A PERSONAL ADVANCE
RELATED TO FEDERAL ELECTION ACTIVITY

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.
4. Please submit your request for reimbursement in a timely manner. Per the Federal Election Campaign Act, when an individual uses his or her personal funds (or personal credit card) to pay for a committee expense, that individual must be reimbursed 30 days after payment by cash or personal check, or 60 days after the closing date of the billing statement on which the charges first appear, if the amount was charged to a personal credit card. If reimbursement does not occur within these timeframes, the advance will be treated as a contribution.
5. Incomplete or inaccurate information may delay your reimbursement.
6. If you have any questions you may contact us at treasurer@fauquierdemocrats.org.

Fauquier County Democratic Committee

PO Box 213

Warrenton, Virginia 20188-0213

**PERSONAL ADVANCE REIMBURSEMENT
FEDERAL ELECTION ACTIVITY**

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: