

# Flying 20 Treasurer

1. Email is the primary method of communication, make sure [swaf16@att.net](mailto:swaf16@att.net) or [robertdodd737@att.net](mailto:robertdodd737@att.net) are not in your spam folder as these are my Email addresses.
2. USPS mail is the primary method for bill pay.  
Flying 20 Club, Inc.  
PO Box 1971  
Springfield, IL 62705
3. Fuel receipts can be Emailed.
  - a. Scan document and save as .pdf, attach to Email
  - b. Use smart phone to make a pdf with the free Adobe app. This is the easiest method, any photo should be converted to .pdf using the app as .jpg and such are very difficult to print sometimes.
4. An invoice will show up on your monthly statement for each flight or reimbursement (fuel, oil or other).
5. Statements are Emailed between the 1<sup>st</sup> and 15<sup>th</sup> depending on my work schedule, usually closer to the beginning of the month.
6. I can always be reached by phone or text at 217-415-1293.

Fly Safe,  
Robert Dodd