



## Outrigger Yacht Club Expense Reimbursement Request Form

Date: \_\_\_\_\_ Total reimbursement requested: \_\_\_\_\_

Member name: \_\_\_\_\_

Date	Amount	Explanation / Notes
Charge to (check one): Admin _____ Social Comm _____ Racing Comm _____ RC Boat _____ Charity event _____		
Charge to (check one): Admin _____ Social Comm _____ Racing Comm _____ RC Boat _____ Charity event _____		
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Charge to (check one): Admin _____ Social Comm _____ Racing Comm _____ RC Boat _____ Charity event _____		

Signature: \_\_\_\_\_

Per OYC Administrative Policy: **“EXPENSE REIMBURSEMENTS:** Club members who request reimbursement for Club related expenses must submit to the Treasurer a signed and dated itemized list of the expenses showing the purpose, date and amount of each expense and must attach any available receipts. Members requesting reimbursement for any single expense that exceeds \$25.00 must provide a receipt or invoice for that expense.”