



**Outrigger Yacht Club
Expense Reimbursement Request Form**

Date: _____ Total reimbursement requested: _____

Member name: _____

Date	Amount	Explanation / Notes
Charge to (check one): Admin <input type="checkbox"/> Social Comm <input type="checkbox"/> Racing Comm <input type="checkbox"/> RC Boat <input type="checkbox"/> Charity event <input type="checkbox"/>		
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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.”

Mail to: Tracie Onsager, 2784 Morris Ln, Denver, NC 28037 or Email to: TracieOnsager@gmail.com