



Reimbursement request

Date: ____/____/____

Your name: _____

Cheque payee if different: _____

Please complete this form and give or send to the Treasurer. (This may be emailed in advance if desired, but hard copy and vouchers are required to meet recording requirements.)

The Committee usually meets on the second Monday of each month and it is helpful for requests to be submitted on or before the preceding Friday.

Wherever possible, and certainly for significant items, please attach invoices and receipts.

Reimbursement details:

Name of original payee	Voucher attached? Y/N	Details of goods or services, and notes	Description of club activity or function	Amount
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				-
				-
				-
				-
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Total payment:	-
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I confirm expenditure as detailed above on behalf of the club and request reimbursement.

Signed: _____

For Treasurer's use:

Cheque No: _____ Date: ____/____/____