



Expense Reimbursement Form

Item	Description	Purpose	Category	Date of Purchase	Cost
1					
2					
3					
4					
5					
				Total	

Submitted by: _____ Date: _____

Address: _____

1. Please **mail reimbursement request** and documentation to address listed above.
2. **Tape original receipt(s)** to an additional sheet(s) of paper and staple to this form. **Original receipts are required for reimbursement.** (A receipt is a written acknowledgement that something has been received and payment has been made. For example: sales receipt, debit card receipt, credit card receipt or statement.)
3. Payments will generally be remitted in 14 days.
4. Please advise if needed sooner and when.
5. Questions: Treasurer@BainbridgeRowing.org

Expenses approved by Board? YES NO Date of approval: _____

If NO, explain: _____

BUDGET CATEGORIES

Advertising	Fundraising, juniors	R&M: boats, mechanical	Regattas, Masters
Education	Fundraising, scholarship	R&M: ergs	Salary
Equipment: misc	Learn To Row	R&M: launches – hull, mechanical, electrical, trailers	Uniforms, Juniors
Equipment: shells, oars, ergs	R&M: boat yard	R&M: transportation/parking	Uniforms, Masters
Fundraising, Dream Big	R&M: boats, electrical	Regattas, Junior: local/regional	
Fundraising, general	R&M: boats, hull	Regattas, Junior: national	