

Expense Reimbursement Form

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

Submitted By: _____ Date: _____

Address: _____

1. Please **mail reimbursement form** and documentation to the above address.
2. **Tape/paperclip receipts to the reimbursement form. Original receipts are required** for a reimbursement.
3. Payments will generally be remitted within 14 days.
4. Questions: accounting@bainbridgerowing.org

Expenses approved by the board. Yes or No Date of Approval: _____

If No, Explain: _____ Approved By: _____

Account Categories

Advertising	Repairs & Maintenance: 01 Oars: Oars, Oar Repair Parts, Painting 02 Shells: Body Repair, Painting, Parts (skeg, steering, etc.), Cleaning Equipment and Supplies 03 Riggers: Riggers, Bolts, Oarlocks, Backstays, Measurement Equipment 04 Seats/Tracks: Seats, Seat Tracks, Seat Wheels 05 Footboard/Shoes: Shoes, Footboards, Footboard Tracks, BAT-Logic Parts 06 Coxing: Cox Boxes and Headsets, Speaker and Wire Repair 07 Coaching/Safety Gear: Barge and LTR Items, Radios, Launch Bags, Megaphones, Coats, Lights, First Aid, Boathouse Tools 08 Launches: Body Repair, Motor Repair, Launch-Trailer Repair, Cleaning, Painting 09 Regatta Equipment: Truck Repair, Shell-Trailer Repair, Food-Trailer Repair, Tents, Slings, Regatta Tools, Regatta Parts 10 Land Workout Gear: Ergs/Bikes, Repair Parts, Weights, Mats, Cleaning Supplies, Tools
Fuel	
Postage & Printing	
Supplies	
Office	
Meetings	
Continuing Education	
Food & Beverages	
Regatta & Coaches Expense Specify: Masters or Juniors, Program or regatta	
Dues & Subscriptions	
Licensing & Permits	
Fundraising: Specify	