



Wasabi Paddling Club
Dragon Boat & Outrigger Canoe Club
Portland, Oregon, USA

Staple Receipts and/or Supporting Documentation Here

Request for Reimbursement Form

Today's Date: ____/____/____

Name: _____ Team Name: _____

Telephone Number: (____) ____ - _____

Amount of Reimbursement Request: \$ _____ Date Needed: ____/____/____

Reimbursement is for: _____

Reimbursement to be issued from: _____
Clearly identify the account from which monies should be debited (i.e. team fund, club fund, etc.)

Signature of individual(s) approving request: _____

If the reimbursement is to be issued from a team fund, you must have it authorized by your team coach, captain or manager.
If the expense is club related and more than \$500, it must be signed by a member of the Board of directors.

How will you collect the check: _____
(i.e. check should be left in team locker, etc.
Please note that Wasabi will not mail the check(s) unless unusual circumstances apply.

Your signature: _____

You *must* attach receipts, invoices or other documentation supporting your request for reimbursement. Requests not accompanied by this information may be returned for additional information, which will delay the reimbursement process.

(For Treasury Use ONLY)

Check #: _____ Line Item on Balance Sheet: _____

Date of check: ____/____/____

Account debited: _____