

Expense Reimbursement Form

Please mail reimbursement request and documentation to:
 Bainbridge Island Rowing, 221 Winslow Way West #204, Bainbridge Island, WA 98110

Item #	Item Description	Purpose	Date of Purchase	Cost
1				
2				
3				
4				
5				
6				
7				
8				
8				
10				
			TOTAL	

Submitted by: _____ Date _____

Address: _____

Expenses approved by Board? YES NO Date of approval _____ If NO, please explain:

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, credit card bill or statement.) Every effort will be made to remit payment within 14 days. If payment is needed sooner, please explain below or on reverse.