



**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: \_\_\_\_\_