

Westleigh Swim Team Reimbursement Form

Name: _____

Date: _____

Description of Expenses	Amount
Food	
Copying	
Awards	
Banquet	
Mini-Meet	
Socials	
Supplies	
Other (please describe)	
Total	

Procedure:

- 1 Please attach receipts to the back of this form.
- 2 Fill-in amount to be reimbursed next to the appropriate description.
- 3 Total all expenses submitted.
- 4 Put form in the **Bolek** Folder.
- 5 The reimbursement check will be put in your folder.

Please keep a copy of each form you submit.

For Accounting use only:

Paid Date: _____

Check #: _____

Amount: _____

Paid by: _____

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Cash Rec: _____