

**ROSE CITY YACHT CLUB  
REIMBURSEMENT VOUCHER**

DATE \_\_\_\_\_

For reimbursement of funds paid out:

Activity or purpose of expenditure: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Held \_\_\_\_\_ Purchase Authorized by \_\_\_\_\_

Itemization of ORIGINAL receipts attached: Amount

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

TOTAL \_\_\_\_\_

Make check payable to: \_\_\_\_\_

Signature \_\_\_\_\_

Scan the form and your receipts. Save as pdf files if possible. E-mail the forms to Judy Oxborrow, [judy87807@centurylink.net](mailto:judy87807@centurylink.net) If you do not have a scanner, mail the form and original receipts to Judy Oxborrow, 14001 SE Celeste Ct., Milwaukie, OR 97267-1565. Judy will scan and forward all to the bookkeeping service for payment.

**NOTE: For reimbursement to be approved for payment, you must submit your receipts and expense voucher within twelve (12) months of incurring the expense.**

**Rev. 7/2/2016**