

Percy Priest Yacht Club

Expense Reimbursement Form

To receive reimbursement for amounts you spend on behalf of Percy Priest Yacht Club, complete this reimbursement form and attach all original receipts. No reimbursement can be made without actual receipts or other sufficient documentation. Whenever possible, the event chairperson should submit all reimbursement forms for the entire event. The event chairperson should submit a separate reimbursement form for each person requiring reimbursement. This form must be mailed or given to the PPYC Treasurer within 30 days of the event. **Please use a separate form for each event and each person requiring reimbursement.**

Club Event:		Date(s) of Event:	
Person Requiring Reimbursement:			
Mailing Address:			
City, State, Zip:			
Telephone Number(s):			
Name of Event Chairperson:			
Chairperson's Telephone Number(s):			

	Description of Expense (attach actual receipts to this side)	Date	Amount
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
Total to be Reimbursed			

Signature of Person Submitting Form: _____ **Date Submitted:** _____

<i>Treasurer's Use Only:</i>	
Date Received by Treasurer: _____	All Receipts or Documentation Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No
Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Reimbursed: _____ Amount Reimbursed: \$ _____
Treasurer's Signature: _____	Check Number: _____

Mail this form within 30 days with receipts to: PPYC Treasurer, PO Box 150642, Nashville, TN 37215-0642

Keep a copy of the receipts for your records!