

LaSalle Rowing Club 1 Laurier Dr. • LaSalle ON • N9J 3L4

Date:			

Expense Form

Reimbursement cheque is to be made out to:

This form is to help the Club keep track of reimbursements, of expenses incurred on the Club's behalf to be paid and to document who has received a cheque. Please fill in all sections of the form. It is the **members'/volunteers'** responsibility to complete the form. Anyone who pays for a club expense and wants to be reimbursed **MUST** use the expense form. Expense reimbursement is subject to board approval.

Name:	(print first and last name)	Signature:						
General descri	ption of items purcha	sed and total cost:						
DATE	ONE ITEM	PER LINE	COST	CATEGORY Office use only				
		TOTAL COST:						
Approval to su	ubmit expense must be	e signed by two LRC I	poard members					
Board membe	nember 1) Signature (print first and last name)							
Board membe	per 2) Signature (print first and last name)							
PLEASE STAPI	LE ALL RECEIPTS TO T	HE BACK OF THIS FO	<u>RM</u>					
Paid with chec	ղue#:	Date:						
I P.C 402		Dage 4 of 4		Evnança Farm				

LRC-102 Page 1 of 1 Expense Form