



REIMBURSEMENT REQUEST

Personal Expenditure for Salty Sister Purpose

[Please email the completed Form and Receipts to saltysisterstreasurer@gmail.com

Request Date: _____

Requestor Name: _____ Committee: _____

Reason for Expenditure: (e.g. Name of Social Event, Sailing Event, Admin. Cost)

Item: _____ Amount: _____

Item: _____ Amount: _____

Item: _____ Amount: _____

Item: _____ Amount: _____

TOTAL Requested: _____

(Please attach original bill or receipts)

Note: The itemization is requested for bookkeeping breakdown. Requests over \$100.00 must be signed by the Committee Chairman.

Requestor Signature *(if not Chairman)*: _____

Authorized by: _____

Committee Chairman