

# REIMBURSEMENT RECONCILIATION REPORT

**PLEASE NOTE:**

ANY ONE WHO REQUESTS A REIMBURSEMENT FROM THEIR CLUB MUST LIST ALL RECEIPTS BELOW AND ATTACH ALL ORIGINALS RECEIPTS TO THIS FORM. PLEASE USE AS MANY FORMS AS NEEDED. NEW YORK STATE SALES TAXES CANNOT BE REIMBURSED. FAILURE TO FILL OUT THIS FORM WILL RESULT IN FURTHER DELAYING ONE'S REIMBURSEMENT.

**NAME OF INDIVIDUAL REQUESTING REIMBURSEMENT:**

**CLUB OR ORGANIZATION:**

**DATE(S) OF EVENT(S) :**

PLEASE ITEMIZE ALL RECEIPTS AND ATTACH ORIGINALS ON A SEPARATE SHEET OF PAPER WITH CORRESPONDING NUMBERS

RECEIPT NUMBER	WHERE PURCHASED AND PURPOSE OF PURCHASE	AMOUNT
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
	<b>TOTAL EXPENSES TO BE REIMBURSED:</b>	