

OLYMPIA MOUNTAINEERS - REIMBURSEMENT FORM Instructions

Expenditures for club courses, activities, functions, and such, submitted for reimbursement will need to be accompanied by the reimbursement form found on the branch website.

Be sure to include your name, address, and phone number.

The name will be used on the reimbursement check.

The check will be sent to the address provided on the form.

A phone number will allow for quick answers to any questions that may arise.

Provide the date, purpose, and amount of all expenditures being submitted for reimbursement.

A space is provided for the total amount below the line items.

Expenditures for course activities will need a signature from the committee chair. Forms without signatures will take significantly longer to process.

Branch-wide activity reimbursements can be signed off by the branch chair.

Follow the instructions on the form:

Please Print. Attach receipt(s) to **back** of [this] form. Send completed forms to:

Olympia Mountaineers

PO Box 797

Olympia, WA 98507