

**Greater Green Bay Figure Skating Club
Personal Reimbursement *Request Form***

***To guarantee eligibility for reimbursement, all items must be pre-approved by the GGBFSC board of directors or event chairperson/s and submitted within 30 days of event. (All other reimbursements will be evaluated on an individual basis)*

Date: _____

Payable to: _____

Mailing address: _____

Telephone number: _____

Event item/s purchased for: _____

Itemize expenses below (attach separate sheet if needed):

<u>Description</u>	<u>Amount</u>
1.) _____	_____
2.) _____	_____
3.) _____	_____
4.) _____	_____
5.) _____	_____
6.) _____	_____
7.) _____	_____
Total	_____

Remarks: _____

****Please attach receipts or other documentation for these expenses to this form.**

Signature required as follows:

_____/_____
0-\$75.00 committee chair/board member \$75 and up Executive Board member

Place in an envelope and drop in the club box or mail to the GGBFSC Attn: Treasurer
P.O. Box 28164 Green Bay, WI 54324-0164