



CUMBERLAND VALLEY SWIMMING AND DIVING BOOSTER CLUB

WWW.CVSWIMDIVE.COM

Request for Expense Reimbursement

Per Article XIII, Section 4(a) and (b) of the CVSDBC Bylaws, only those expenses expressly authorized by the Executive Committee will be reimbursed. Requests should be submitted to Jason Sandhaus, Treasurer (lemonsandhaus@gmail.com) within 30 days of the expense being incurred.

Date Expense(s) Incurred: _____

Purpose: _____

Vendor/Company Name: _____

Total Reimbursement Requested: _____

Receipt/invoice must be attached

Name: _____

Address: _____

Email: _____

Phone Number: _____

Signature: _____

For Treasurer Use Only

Request Received Date: _____

Treasurer Approved Date: _____

Treasurer Approved Amount: _____

Check #: _____

Delivered: Via Bank

In-Person