

Iosco Sportsmen's Club
Member Expense Reimbursement Form

This form must be completed by a member of the ISC to be reimbursed for expenses incurred for club activities. A Board Member must review and approve this form for reimbursement of expenses up to \$100. Expenses over \$100 must be approved by the ISC President or Treasurer.

Receipts must be attached for expense reimbursement. Forms submitted without receipts will be returned without payment. Expenses must be submitted within 90 day of the date of expense. Expenses submitted after 90 days will require full Board approval for reimbursement.

The Treasurer will reimburse members for expenses once a month. Properly approved forms received by the Treasurer by the 25th of the month will be reimbursed by the end of the following month.

Member Name: _____

Phone Number: _____

Street: _____

City, State, Zip: _____

Expense Explanation	Amount
Total Amount for Reimbursement	

Board Member Approval:

Print Name: _____

Signature: _____

Date: _____

By signing this form, the above Board Member certifies that he/she has reviewed the expenses, and attached receipts, and is stating that the expenses are due and proper for reimbursement.