

# Sell's Broadway Dance

## "Booster Club" Reimbursement Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (        ) \_\_\_\_\_

### ATTACH RECEIPTS WITH EXPLANATIONS:

Include:

Reason for expenses

- What expense was for \_\_\_\_\_
- Date, Store Name \_\_\_\_\_
- Amount to be reimbursed \_\_\_\_\_

Amount to be reimbursed as per receipts:        \$ \_\_\_\_\_

*If you do not have receipts, attach a sheet with the same information (reason, what, date, store name, amount) for each expenditure:*

Amount to be reimbursed, no receipts:        \$ \_\_\_\_\_

TOTAL AMOUNT OF EXPENDITURES  
(Receipt amount plus non-receipts amount):        \$ \_\_\_\_\_

SUBTRACT ANY ADVANCE RECEIVED FOR THESE  
EXPENDITURES:        - \$ \_\_\_\_\_

TOTAL AMOUNT TO BE REMBURSED:        \$ \_\_\_\_\_

TREASURE'S USE ONLY

APPROVED DATE: \_\_\_\_\_

CHECK #: \_\_\_\_\_

DATE PAID: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_