Expense Reimbursement Form

Instructions: This form is to be used to request reimbursement for out of pocket funds spent on behalf of the Brooklyn Park Baseball Association (BPBA). Any individual requesting reimbursement must use this form and include a receipt or invoice. The completed form must also be delivered to the BPBA Treasurer for payment.

ITEMIZED EXPENSES			
Date of Expense	**Description**	**Category***	**Amount**

**Category examples: Food, Supplies (e.g. stamps), Trophies, Registration, Maintenance (e.g. brooms), etc.*

Signature _____ Date _____

BPBA Treasurer Signature _____ Date _____

For Adminstrative Purposes Only:

Date Paid: _____

Amount: _____

Check #: _____

Initials: _____