

KSC Expense Reimbursement Form

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office use only

Date _____

Name _____

Phone _____

Mailing Address:

Category of Expense:

- Boat Maintenance
- Site
- Social
- Training
- Other _____

Date of Receipt

Description

Amount

office use only

_____		\$

signature

Total Amount

Attach receipts before submitting.

- Use Dropbox at the Clubhouse
- or Mail to the club's Purser

Purser
 Kanata Sailing Club
 PO Box 72016
 Kanata, ON K2K 2P4

Thank you for volunteering at the Club. Please make your claim quickly to make the purser's job easier. Your continued assistance is greatly appreciated.

office use only

Cheque:

Number

Amount

Date

Issued by:

