

W. Y. A. EXPENSE AND REIMBURSEMENT VOUCHER

TO: TREASURER, WESTMORELAND YACHTING ASSOCIATION,
P.O. Box 325, Colonial Beach, VA 22443

FROM: _____

The following expenses were incurred in the preparation of:

_____ DATE _____

Expenditures: PURCHASES

\$ _____

\$ _____

\$ _____

\$ _____ **TOTAL REIMBURSEMENT DUE**

Respectfully submitted, _____

REIMBURSEMENT APPROVAL Treasurer can approve and reimburse if funds were expended for a budgeted item and the expense was within the budget. In other situations, a Bridge vote is required for reimbursement. A receipt for the expense or signed note from the member of funds expended is required.

RECEIPTS/COST VERIFIED (Y) (N)

Treasurer Approval- _____

Disbursement made: \$ _____ Check No. _____