**Davis Aquadarts**

**Reimbursement Request Form**

**(Please staple receipt to this form)**

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| **Requestor:** | **Phone Number:**  |
| **Item(s) Expensed:** |
| **Reimbursement Amount: $** |
| **Check to be made out to (if different than Requestor):** |

**Please choose from the common expense categories below. If you don’t see a match, briefly describe the purpose of the expense.**

* Recruiting Expense
* Parking Fees
* Officials USAS Registration
* Screening/Background Checks
* Event/Meet Expenses – Snack Bar/Hospitality
* Event/Meet Expenses – Other
* Fun Meet
* Summerdart Meet Expense
* Summerdart Awards
* Summerdart Admin and Office Expenses
* Special Olympics Expenses
* Team Spirit
* Travel – Snacks/Meals
* Travel – Transportation
* Equipment
* Office/Administrative Expenses
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Place this form in the Treasurer’s folder in the Aquadart office at the Brady Building (Civic Pool), drop it in the Aquadart drop box at Civic Pool, or mail it to PO Box 186, Davis, Ca 95617.**

**Without prior arrangements with the Treasurer, checks will be available for pickup in the Aquadart office (in the green folder) at the Brady Building (Civic Pool) within 2 weeks of submitting the form.**