



RICHMOND MINOR HOCKEY ASSOCIATION

P.O. BOX 94488, RICHMOND, BRITISH COLUMBIA V6Y 2V6

RMHA EXECUTIVE EXPENSE CLAIM SHEET

Name:	Date:
Address:	Phone:
City:	Postal Code:
Purpose/Event:	

Date	Description	Supplies	Postage	Copying	Other	Total

The basic principle regarding reimbursement is that no RMHA Executive is expected to be out-of pocket as a result of approved activities undertaken on behalf of the RMHA; however, please remember that RMHA's funds are solely derived from RMHA members therefore it is important that you keep your costs to a minimum.

I hereby certify that these amounts are correct in every aspect and that all expenses were necessarily incurred on the business of RMHA.

(Signature)