

Richmond Jets Minor Hockey Association

Executive Expense Claim

Please attach copies of receipts to this expense claim and drop into our mailbox at Richmond Ice Centre.

Name

Date

Address

Phone Number

Email

Purpose / Event

Date

Description

Amount

Total

The basic principle regarding reimbursement is that no Richmond Jets MHA Executive is expected to be out-of pocket as a result of approved activities undertaken on behalf of the association; however, please remember that Richmond Jet Minor Hockey Associations's funds are derived from members. 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 Richmond Jets MHA.

Signature _____