

Expense Claim Form

All expense claim forms must be submitted to Estevan Minor Softball board within thirty (30) days of completion of the meeting or event. Failure to do so may result in no reimbursement, especially if the expense claim is submitted during the next fiscal year. Allowance will be given to those who incur pre-season expenses and who wait until shortly after the season begins to submit claims. Appeals may be made to the Board.

NAME: _____

DATE: _____

Quantity	Item / Description	Amount	
	TOTAL		

Signature: _____

Date Paid: _____

Date: _____

Cheque # _____