



WWW.WHUSA.CA  
WINDSORSOCCER@OUTLOOK.COM  
WINDSOR, NOVA SCOTIA

## WHUSA Reimbursement Request Form

### Instructions:

Please complete all fields and attach receipts and supporting documents (example: proof of completion of a coaching course). Submit to the Treasurer or Secretary for approval at [windsorsoccer@outlook.com](mailto:windsorsoccer@outlook.com).

### Requestor Contact Information

Full Name \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Email Address \_\_\_\_\_

### Purpose of Reimbursement

Brief description of expense(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Date(s) of expense(s) \_\_\_\_\_  
\_\_\_\_\_

### Expense Details

Total amount requested \_\_\_\_\_  
E-transfer to \_\_\_\_\_  
\_\_\_\_\_

### Declaration

I certify that the above expenses were incurred for official purposes related to the West Hants United Soccer Association and that the attached receipts are true and accurate.

Signature \_\_\_\_\_  
Date \_\_\_\_\_

### For Office Use Only

☐ Approved ☐ Not Approved

Reason (if not approved) \_\_\_\_\_

Authorized by \_\_\_\_\_

Date \_\_\_\_\_

Payment Processed Yes ☐ / No ☐

E-transfer Ref # \_\_\_\_\_