

BCITSA Internal Reimbursement Form

Club Name:

Cheque Number:

Date: date/month/year

Person (club executive, guest speaker and/or any other person) being **reimbursed:**

Mailing Address of **Person** being **reimbursed:**

Date	Amount	Description (please indicate as detailed as possible what this amount was for: event/meeting/campaign/etc.)...
Total		

Prepared by:

Name

Position in the Club

Email:

Phone number

1 signature

Name

Position in the Club

Email:

Phone number

2 signature