Volunteer Reimbursement Claim Form

*Tip: Include this form on your club’s website.*

Reimbursement Form



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| --- | --- | --- | --- |
| **Volunteer Details** | | | |
| **Name** |  | **Date** |  |
| The below statement represents an accurate account of my expenses in carrying out my assigned volunteer duties. Receipts are attached for specific items. | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Item/Description** | **Receipt or  Invoice No.** | **$ Amount** |
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| **Total Expenses:** | | | **$** |

|  |  |
| --- | --- |
| **Reimbursement Approval** | |
| **Name of club representative** |  |
| **Signature of club representative** |  |
| **Reimbursement received by volunteer** | **$** |
| **Date reimbursed** |  |
| **Signature of volunteer** |  |