



## Expense Reimbursement Form

Instructions: Use this form to request reimbursement for an item purchased by individuals on behalf of the league. All receipts (originals or copies) must be attached to this form. The completed form can be given/emailed to the treasurer or mailed to:

Willow Creek Little League  
3300 NW 185th Ave. #350  
Portland, OR 97229

Requested Date	
Do you want the check mailed to you?	Yes / No

Check Payable To:	
Mailing Address	

	Date of Expense	Description	Treasurer Use Only Budget Category	Amount
1				
2				
3				
4				
5				
<b>Total Amount Requested</b>				

**The undersigned under the penalty of perjury states: That this claim is true and correct; that no part thereof has been heretofore paid; and that the amounts therein are justly due.**

Signature \_\_\_\_\_ Approved \_\_\_\_\_

### Treasurer / Reimbursement

League Check #:	
Date Mailed	

Processed By:	
Approval, if expense over \$500:	

# EXPENSE POLICY

Willow Creek Softball Little League (WCLL) expense policy is designed to recognize the fact that board members serving this organization are volunteers who receive no direct compensation for their efforts. Therefore, it is the intent of WCLL to reimburse those expenses that Board Members incur while serving in an official capacity on behalf of WCLL. The policies listed below are intended to provide ease of use and administration while maintaining prudent accountability.

## Reimbursement Procedures

- A. All claims for reimbursement shall be submitted on standard WCLL Expense Reimbursement Form.
- B. Original or copies of receipts are required as documentation of all claimed expenses in order for them to be reimbursed.
- C. It is the responsibility of the President, in consultation with the Treasurer, to ascertain the necessity and reasonableness of the expenses for which reimbursement is claimed. Claiming an expense does not guarantee reimbursement. **NO PERSON MAY ENCUMBER AN EXPENSE ON BEHALF OF ALL IN EXCESS OF \$500.00 WITHOUT PRIOR APPROVAL OF THE PRESIDENT.**
- D. Board Members may be reimbursed for supplies, postage, equipment, hosted functions, and other miscellaneous charges necessary for the completion of official business.