

To: Treasurer, Thunder Soccer Club

Re: Club Expense Reimbursement Request

Please be sure to include documentation or proof of payment (i.e. receipts, invoices, cancelled league fee checks, Eurosport/vendor invoices, or season schedule including referee fees from each game, etc.) for all expenses. This documentation must be submitted to the TSC Treasurer for approval. No expenses will be reimbursed without the proper documentation. Requests can be submitted at monthly Board meetings or by sending documentation via email to treasurer@thundersoccerclub.org or to the following address:

Attn: Treasurer	
Thunder Soccer Club	
P.O. Box 292	
Lisbon, MD 21765	
Make check payable to:	
Payee Address:	
Request Submitted By:	
Phone Number / Email:	
Team Name/ Gender/Age:	
Special Instructions or Details:	

Expense Type	Date	Description	Amount
		TOTAL	