



LAKE MERRITT ROWING CLUB

A NON-PROFIT CORPORATION INCORPORATED IN 1962
LMRC IS A MEMBER OF THE UNITED STATES ROWING
ASSOCIATION

P.O. BOX 1046
OAKLAND, CALIFORNIA 94604

WWW.LAKEMERRITTRROWINGCLUB.ORG

Request for Reimbursement

Date: _____

Name: _____

Address: _____

Phone Number: _____

E-mail: _____

Club Affiliation: _____

Approved By: _____

Item	Cost	Purpose (e.g., equipment, admin, maintenance)
Total:		

If your receipts include other items not part of this request, highlight or circle the appropriate items. Please be clear about the purpose of the expense so the Treasurer can properly allocate to the budget. If the purpose is not clear, the treasurer will contact you to clarify the expense. This could result in a delay of reimbursement. **Keep a copy of this request for your records.**

Two ways to submit:

- Manual:** Fill out, print this form, and submit to the Treasurer’s Box in the Boathouse along with applicable receipts. Email treasurer@lakemerrittrowingclub.org to inform the Treasurer.
- Digital:** Fill out the form, save it, attach it, and digital copies of all receipts, to an email and send it to treasurer@lakemerrittrowingclub.org.