



Team Staff Compensation & Reimbursement Form

Last Updated: July 2020

SCRA REIMBURSEMENT FORM

Instructions:

- Complete all information below
- Please scan this form and all receipts into 1 document and save it as: yourname.reimbursement.pdf (example: bobsmith.reimbursement.pdf)
- Send to coachingadmin@southcalgaryringette.com with "Reimbursement" in the subject line
- **There will be 2 cheque runs** – mid-December and the end of January

Date submitted: _____

Name of Team Official: _____

Team name and age group: _____

Course(s) being submitted for reimbursement	Receipt Amount

Name to make cheque to: _____

Address to send cheque to: _____

Email: _____