



# Reimbursement Request Form

Use this form to request reimbursement for all expenses related to SOSA-WA. Submit the completed form with attached receipts to the SOSA-WA treasurer. Receipts may be combined on a single form if they are the same category of expense but must be individually listed. Expenses in different categories require individual forms. Questions – please contact the SOSA treasurer via [sosa.washingtonstate@gmail.com](mailto:sosa.washingtonstate@gmail.com)

Member requesting reimbursement: \_\_\_\_\_

Date of Expense: \_\_\_\_\_

Total Amount: \_\_\_\_\_

Category of Expense:

Printing		Membership	
Supplies		Bangor Planter/Garden	
Fall Welcome		Make It Bake It Fake It	
Oktoberfest		Turnover Tea	
Administrative		Other Expense (explain below)	

Attach receipts here

Description of Expense(s)	Amount

I affirm that the expenses detailed above were accrued on behalf of the Submarine Officers' Spouses' Association -Washington and paid by me and I am requesting reimbursement for those costs:

Signature \_\_\_\_\_