

New Canaan Youth Field Hockey Expense Form
 PO Box 1014, New Canaan CT 06840 * newcanaanhf@gmail.com

Expense reimbursement form

NOTE: New Canaan Youth Field Hockey (“NCYFH”) is a tax-exempt institution; therefore it is not required to pay sales tax. NCYFH will not reimburse taxes paid under any circumstances incurred for any reason. If large purchases are to be made, please get a tax-exempt certificate from NCYFH program, Mark Lindeis (newcanaanhf@gmail.com) prior to making your purchase. Any person submitting expenses that incurred taxes will be reimbursed less any taxes paid.

INSTRUCTIONS:

By completing this form, in its entirety, you are helping us to track the funds we generate & spend!

1. Please fill out your name (check should be made out to), address (where check/donation letter will be sent):

Name: _____
 Address: _____
 City, State, Zip: _____
 Phone: _____ () _____
 Email: _____
 Date form filled out: _____

2. Please itemize and be as detailed as possible, this will help us to allocate correctly for budgetary purposes) Consider these line items to allocate your expenses: Food, equipment, photocopying, medical supplies, office supplies, Postage, or Other (please describe)

3. In the far right column please write in whether or not you would like to be “reimbursed” or are making a “donation” (we will provide a letter for donation purposes)

<i>Description:</i>	<i>Receipt attached? (yes/no)</i>	<i>Date of expense</i>	<i>\$ amount</i>	<i>Indicate Reimbursed or donate</i>
			Grand Total	

- 4. If you are making an “in-kind donation” (you bought something; do not wish to be reimbursed but would like a letter indicating your donation for tax purposes) what is the total dollar amount of your donation: \$_____
- 5. If you would like to be reimbursed what is the total amount of you would like to be reimbursed: \$_____
- 6. Please make a copy of this completed form along with copies of your receipts. Please submit this form and the original sales receipts to the NCYFH PO Box 1014 New Canaan CT 06840 or scan and email all receipts and form to Newcanaanhf@gmail.com. He will sign and submit to the NCYFH Treasurer.

Approved for reimbursement _____
 Approved for donation letter _____