



2016-17 Miscellaneous Expense Request Form

Cheerleader/Team: _____

This form is to only be used to request expense reimbursement for items that have been indicated will be permitted. This would include items such as shoes, previously paid competition fees, etc... This form CANNOT be used for reimbursement of travel expenses.

In order to see if an item can be considered a miscellaneous item for reimbursement, please email fcafundraising@yahoo.com and Kelly Aber will get back to you. Please include the email you receive back indicating the item is approved for reimbursement and all proof of expense with this form.

If you plan on using funds from your account for t-shirts and other items ordered through FCA, please transfer those funds to your FCA account and indicate on those order forms to take the funds out of your FCA account. This form and process is not intended to replace that.

Reimbursement requested for: _____

Please issue a check for the above approved expenses. I understand that only funds that have been deposited into my fundraising account at FCAPO can be used and that amounts that have not yet been deposited from fundraising are not eligible. I also understand that if any of the above requests are found to be invalid or fraudulent it may result in forfeiture of any remaining funds in my fundraising account.

Printed Name: _____ (Check will be made to this name)

Signature: _____ Date: _____

The preference is to scan this completed form and all supporting documentation and email it in one email to 'fcafundraising@yahoo.com'. Files submitted via this process will receive their checks quicker for pickup at the gym.

If you are unable to do that, please put completed form and supporting documentation in a sealed envelope and leave a the desk to go into Kelly Aber's mailbox at the gym. If all required reservations/receipts are not attached, no monies will be provided and the form will be returned. Including a self-addressed stamped envelope with your paperwork may make receiving your check quicker because it will not require 2 trips to the gym – one to pickup and one to return the check.

You will receive an email when your check is available for pickup at the front desk.

Reimbursement may take up to six weeks. Please plan accordingly.