



EXPENSE CLAIM FORM

Volunteers may submit an *Expense Claim Form* to be reimbursed for out-of-pocket expenses.
Expenses must be pre-approved by a Regina Ringette Board Member.

Submit this form by email to the RRA Treasurer along with a receipt of your expense and proof of completion for courses.

Forms may be printed and scanned or completed electronically. Please allow up to 21 days for a cheque or e-transfer to be issued.

The following courses do not require pre-approval:

- Criminal Record Checks (for current bench/team staff)
- CI or CSI Coaching Certifications – pre-clinic module (for current coaches)
- MED course (in-person cost only) (for current coaches)
- RIS course (for current coaches)
- Manager's online certification course (for current managers)
- One Comp.-Development multi-sport module per year (for current AA coaches)

Expenses Claims for the items listed above must be submitted by **January 31st** of the playing season.

Name:

Email:

E-transfer:

(yes or no)

Mailing Address:

(including postal code)

List Expense(s):

Total Expense(\$):

Certification #:

(if applicable)

Team Name & Division you're associated with:

Who approved your expense:

(if applicable)

Other Comments:

(optional)

A fee of \$5.00 will be deducted for any payment that needs to be reissued.

If a coach or manager is removed from a team, they may be charged for any expenses that have been incurred or reimbursed by the league.

***This form is not intended for Bingo, Credit or Bring-A-Friend Vouchers. Refer to the RRA website for the Voucher Submission Form.*