



Reimbursement form

Replaces the previous invoice form

Guidelines and reimbursement principles

- 1) **Approve your purchase in advance at a Board meeting or with a board member.** The board is not obligated to approve purchases that have not been agreed upon in advance.
- 2) **Ask for a receipt for your purchase and attach it to your expense claim form.** If the receipt is lost or becomes illegible, you must provide other proof of payment.
- 3) **Submit the expense claim form with receipts, duly completed, no later than three months after the expense was incurred,** emailed to rahastonhoitaja@teekkaripurjehtijat.fi or mailed to the club's address. The Board is not obligated to pay late invoiced expenses.

THE BENEFICIARY FILLS IN

THE TREASURER FILLS IN

Subject of payment				Receipt <div style="border: 1px solid black; width: 40px; height: 30px; margin: 0 auto;"></div>
Receipt number	Purchase (contents of receipt)	Sum		Accounting <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>
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				<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>
Total				<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>

Acceptance of a purchase (select one and fill in the additional information required)

<input type="checkbox"/> Purchase approved in advance at the Board meeting	Date of the meeting	
<input type="checkbox"/> Purchase approved in advance by a member of the Board	Name of board member	Date of approval
<input type="checkbox"/> The purchase will be requested for approval ex-post	Reason	
To be paid into an account (IBAN)		
Date	Signature and name clarification	

Any additional information and comments concerning the procurement or its approval:

THE BOARD FILLS IN

<input type="checkbox"/> Approved
<input type="checkbox"/> Rejected

Accounting entries

Date	1. signature and name clarification of a board member
Date	2. signature and name clarification of a board member
Further information and comments:	

Address

Teekkaripurjehtijat ry (AYY)
PL 69, 02151 ESPOO

Internet

trip.ayy.fi

Email

hallitus@teekkaripurjehtijat.fi
rahastonhoitaja@teekkaripurjehtijat.fi

Bank details

F196 1309 3000 2052 52
NDEAFIHH