

Torch Lake Yacht and Country Club

Reimbursement Form

Please fill out the form below completely. All receipts should be attached or put in envelope and leave at the club for weekly pick up.

Please email to tlycc@allseasonsaccounting.com or Mail to TLYCC, c/o All Seasons Tax and Accounting, 103 1st Stree, STE 1, Elk Rapids, MI 49629

Name: _____

Email: _____

Pay to Name: _____

Pay to Address: _____

	Date of Expense(s)	Purpose of expenditure(s): Pleae give detail reasons for each expenditure(s)	Amount	Expense Type	Is this a capital Expense?
#1					
#2					
#3					
#4					
#5					
#6					
#7					
#8					
#9					
#10					
Total Amount Requested:			\$	-	

I certify these are valid business expenses:

Prepared by (Print): _____

Date: _____