

# American Sailing Institute Expense Reimbursement Form

only preauthorized members can submit for reimbursement



Date: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Fleet Code	Expense Code	Description	Charged to ASI Account	Personal Funds
<b>Total Reimbursement Request</b>				

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

**Fleet Codes:**

- |                                     |                                 |   |
|-------------------------------------|---------------------------------|---|
| GS - General Sail                   | L2 - Level 2 Split (both boats) | L3-4 - Level 3&4 Split (both boats)                 |
| L1 - Level 1 Fleet                  | L2O - Overture                  | L3-4M - Manitou                                     |
| L1R - Level 1 Racing                | L2I - Interlude                 | L3-4V - Voyager III                                 |
| DF - Donated Fleet (give boat name) |                                 | L2, L3/4 - Level 2, Level 3/4 Split (All Keelboats) |

**Expense Codes:**

- |   |                            |
|---|----------------------------|
| BD - Board Expenses                             | GS - General Sail Expenses |
| IE - Instruction Expenses                       | ME - Maintenance Expenses  |
| ME/AD - Marketing Expense / Advertising Expense |                            |

**All receipts must accompany this form**

To expedite reimbursement submit to your Level Manager, not the sail secretary or Treasurer.