

Team Uniform Reimbursement Guidelines

Los Angeles Police Revolver and Athletic Club

1. Team uniforms are limited to
 - a. Shirts
 - b. Hats
 - c. Jersey's (not equipment)
2. All uniform designs must be submitted for approval prior to purchase.
3. Submit your decorators design to the LAPRAAC office via email
4. The LAPRAAC logo should be visible and prominently placed
5. **All receipts must be submitted within 30 days of the date on the receipt**
6. All team reimbursements must be approved by the team captain prior to your purchase.
7. All reimbursements must have the Team Captain's signature & serial
8. All reimbursements must have 2 signatures who are not related to or the recipient of the reimbursement.

For more details,

[2025-2026-Budget-Guidelines.pdf](#)

Helping You Get It Right The First Time

What We Need On Receipts to Connect the Dots for Reimbursement

Example A

1. Receipt (**Paid in Full**) with name and last 4 numbers of your credit card on receipt +
2. Photo of credit card front & back

Example B

3. Receipt (**Paid in Full**) with name **BUT NO numbers** of credit card on receipt +
4. Bank statement cover page and the page with the line item charge

Receipt Types

1. Hotel Folie showing all charges paid with ZERO balance.
2. Airline paid in full receipt. NOT a booking
3. Games registration with athlete's name and event name

Athletics Contact

Stanley Appleman sappleman@lapraac.com

If you need anything else, please call 323-221-5222 ext 219

READ CAREFULLY
All Reimbursement Requirements
must be sent in **within 30 days** of the event.

Email sappleman@lapraac.com

1. Reimbursement Form

- a. Individual form
- b. World Game Individual form
- c. Team Reimbursement form

2. Proof of Payment / Receipts

- d. **Event** Registration receipt
- e. **Hotel folio** receipt showing zero balance – **with** bank statement / matching credit card
- f. **Airline receipts** – full flight plans – **with** bank statement / matching credit card
- g. **Bank statements** must include cover page
- h. **Credit card** front and back - hide numbers leaving last 4 numbers visible

3. Proof of Participation

- i. **Photo** at event
- j. **Credential**
- k. **Results** with your name

Uploading requirements – I M P O R T A N T

Scanning Documents or iPhone pictures of documents

- 4. PDF or JPG – send **FULL SIZE IMAGE**
- 5. MUST be **high resolution**
- 6. Must be in FOCUS, CLEAR and READABLE
- 7. **Do NOT** send thumbnail images
- 8. **Do NOT** highlight.
- 9. **Circle with pen** **or** **Point an arrow** at the line item.

LAPRAAC - TEAM REIMBURSEMENT FORM

Submit reimbursement requests, original receipts, and all supporting documents to:

LAPRAAC ATHLETIC OFFICE

*Reimbursements **must be submitted within 30 days** of competition/event with proper documentation in order to be reimbursed.

1. Date Submitted _____
2. Make Check Payable To _____ Serial # _____ Cell _____
3. Team Account Name _____
4. Reimbursement Event _____
5. Amount of Check \$ _____
6. Requested by _____ Serial # _____ Cell _____
- Team Captain Sign**

7. _____ Serial _____
Team Member #1 Signature
8. _____ Serial _____
Team Member #2 Signature

All reimbursements must have Team Captains signature and Serial.

All reimbursements must have 2 signatures who are not related to or the recipient of the reimbursement.

10. Mail Check to Address _____
City _____ State _____ Zip _____

or

11. Check will be picked up by: _____

****FOR OFFICE USE ONLY****

Athletic Department Approval _____

Finance Department Approval _____

General Manager Approval _____

GL# _____ Dept. _____

Specialty Games Budget _____

Regular Budget _____

Athletics Contact

Stanley Appleman sappleman@lapraac.com ext - 219

*Reimbursements **must be submitted within 30 days** of competition/event with proper documentation in order to be reimbursed.