Individual Form

Read carefully for FAST reimbursements

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 last 4 numbers of credit card on receipt** +
4. Bank statement cover page and the page with the line item charges **is REQUIRED**

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

Laptop vs Cell phone

1. Laptop downloaded docs **(preferred)**
   a. bank statements with cover page show all info – name, charges

2. Cell phone screen shots
   b. Bank screenshots typically hide your name, last 4 number on card
   c. If your name is not on the screen shot, it will be rejected.

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

To Qualify, you **MUST** be on the Sponsored Team Roster. **Confirm** with your Team Captain.

1. **Reimbursement Form**
   a. Individual form
   b. World Game Individual form
   c. Team Reimbursement form
2. **Proof of Payment / Receipts – Laptop downloaded docs preferred**
   d. **Event** Registration receipt **REQUIRED**
   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** or **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.

[Athletic Budget Guidelines & Reimbursements - LAPRAAC]()

Los Angeles Police Revolver and Athletic Club

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. To Qualify, you **MUST** be on the Sponsored Team Roster. **Confirm** with your Team Captain.
3. **Make Check Payable To** ___________________________________ **Serial #** ________________
4. **Cell** ____________________________ **Work** ____________________________
5. Team Name ____
6. Reimbursement Event Name ____ **Event Date** ____________
7. Amount approved for reimbursement $ __________________

OPTIONS:

- Mail Check to Address ____

  ____

- Check will be picked up by ____

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

Athletic Department Approval ____________________________________

Finance Department Approval ____________________________________

General Manager Approval _____________________________________

GL# ________________________ Department ________________________ Program ______________________

Regular Budget ____

Athletics Contact

Stanley Appleman sappleman@lapraac.com ext - 219

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Updated 2025.08.05