

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.

WORLD GAMES Reimbursement Form

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 \$ _____

Contact Phone # Cell _____ Work _____

OPTIONS:

- ☐ Mail Check 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 _____

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