READ CAREFULLY

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

Email: jellis@lapraac.com

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

REIMBURSEMENT REQUESTS NEED TO INCLUDE ALL FOUR COMPONENTS BELOW

1. **Reimbursement Form**
    a. Individual/Team/World Game form
2. **Receipts – actual docs preferred over screenshots**
    b. **Event** Registration receipt **REQUIRED**
    c. **Hotel folio** receipt showing charges and payment
    d. **Airline receipts** including full flight plans
    e. **Gas receipts** showing purchase of gas, not just a purchase at a gas station
3. **Proof of Payment**
    f. **Credit card** front and back – only need to have last 4 numbers visible **OR**
    g. **Bank statements** must include cover page and page with line item of purchase
4. **Proof of Participation**
    h. **Photo** at event **OR**
    i. **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.

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 Folio 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
Josh Ellis jellis@lapraac.com
323-221-5222 ext 219

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: **Josh Ellis** jellis@lapraac.com (323) 221-5222 ext - 219

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

Updated 2026.08.03