

# USCRB Reimbursement Policy

All reimbursement requests must adhere to the following guidelines to ensure accurate and efficient tracking of team funds throughout the fiscal year.

## REIMBURSEMENT GUIDELINES

### 1. Submission Deadline:

All reimbursement requests must be submitted within 60 days of the purchase date to ensure all boosters and team funds records are as accurate as possible throughout the fiscal year. All reimbursements for the fiscal year must be submitted by June 1st.



### 2. Submission Process:



- Reimbursement requests must be submitted through the **designated Google Form**. Coaches for each competitive team will be provided the link to their respective designated Google Form. General USCRB reimbursement requests should use the following form: [General Reimbursement Request Form](#)
- Itemized receipts **must be uploaded** to the Google Form at the time of submission.
- **A separate form must be completed for each receipt**. Incomplete submissions may require resubmission, potentially leading to delays in reimbursement.


### 3. Monthly Submission Timeline:



- Completed reimbursement requests must be submitted no later than **two days before the monthly General USCRB Meeting**. This ensures that checks can be written, signed<sup>1</sup>, and distributed at the general meeting. If preferred, arrangements can be made to collect checks from the Treasurer.



 BotsBurgh Reimbursement Request Form 

 FLL Reimbursement Request Form 

 General Reimbursement Request Form 

 ROGO Lotus Reimbursement Request Form 

 TeraBridges Reimbursement Request Form 

 USC Dynamic Reimbursement Request Form 

★ For any questions or concerns, please contact the Treasurer, Shanna Caplan, at [uscrbtreasurer@gmail.com](mailto:uscrbtreasurer@gmail.com) or call/text (412) 652-3850.

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<sup>1</sup> All checks require two signatures.