



# Yachting Club CERN

## Expense Reimbursement Form

Form **F-01EN**  
Revision: 2.8

To receive reimbursement for amounts you spend on behalf of Yachting Club CERN, complete this reimbursement form and attach all original receipts with a paper clip (**do not staple**). No reimbursement can be made without receipts or other sufficient documentation. This form must be mailed or given to the YCC Treasurer within 30 days of the acquisition. Reimbursements are performed through bank transfers (Revolut bank account transfers unavailable).

**Please submit one form per event and each person requiring reimbursement.**

**If you work at CERN , you can use CERN internal email.**

Please do not write here	YCC Treasurer CERN Mailbox: Z10500 Esplanade des Particules 1 1217 Meyrin SUISSE
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<b>Member no., Name:</b>		
<b>Bank Account Address *:</b>		
<b>Postcode, City, Country</b>		
<b>Telephone Number(s):</b>		
<b>Bank account (IBAN) **:</b>	-----	<b>BIC:</b> -----
<b>Bank name:</b>		

\* Home address known by your bank account

\*\* Revolut bank account transfers unavailable

Description of Expense (please include boat name)	Category***	Date	Amount	Currency
1				
2				
3				
4				
5				
6				
7				
Total				

\*\*\* Select the best matching categories from the list on the reverse side of the form

I declare that to the best of my knowledge and belief, all information provided in this form is true and correct. By signing this form I claim the above written total amount to be reimbursed from the YCC as reimbursement for the expenses listed, which were made on behalf of the YCC.

**Signature of Person**

**Submitting Form:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

A claim identification will be attributed as the form is received by the YCC and will be used in all communication with you.

**Mail this form within 30 days with receipts to**  
**YCC Treasurer, CERN, Mailbox: Z10500, Esplanade des Particules 1, 1211 Meyrin, SUISSE**  
**Keep a copy of the receipts for your records!**

First, identify the class of expense, and then choose a matching category description and number. If you do not find a matching category, leave the category field empty.

Boat name shall be indicated on "description of expense". YCC does not reimburse Miss R, Surprise, J70, J80 & Gib Sea fuel.

<b>Expense Category</b>	<b>Category Description</b>	<b>Class</b>
4002	Training and education	Administration
4013	Gifts (e.g. for leaving members)	
4020	Print costs, photocopies, stamps, accounting	
4100	Inscription fees for external regatta SSL	Regatta
4101	Rental costs	
4102	Small material and parts	
4105	Hosting SSL 2022-2023	
4109	Organisation regatta (prix + any other sailing events)	
4120	Course expenses	
4310	Launching/berthing of fleet	Club events
4311	Newcomer's evening	
4312	General assembly (including meals and beverages)	
4313	Club evening, BBQ (including meals and beverages)	
4314	Helper's outing (including meals and beverages)	
4315	Frist Thursday's outing (including meals and beverages)	
4500	Sailing federations membership fees	Federation fee / member fees
4501	Other club membership fees	
4505	Membership fees	
4702	Cleaning (material and work)	Infrastructure
4705	Maintenance of infrastructure (phone booth)	
4730	Q-boat, Rib, Bombard	Fuel
4740	Dinghy maintenance	Boat maintenance (work and parts)
4741	Catamaran maintenance	
4742	Outboard engines maintenance	
4743	Dynamic 3000 maintenance	
4744	Q-boat, RIB II & Bombard (RIB III) : (not engine) maintenance	
4746	Trailers maintenance	
4747	Yngling maintenance	
4748	Surprise, J70 & J80 maintenance	
4749	Gib Sea maintenance	
4752	Dinghy sails	
4753	Dynamic 3000 sails	
4754	Yngling sails	
4755	Surprise, J70 & J80 sails	
4756	Catamaran sails	
4757	Gib Sea sails	
4759	Shop acquisition	Acquisitions