



Reimbursement Request

Attach Receipts

Name

Date

Instructions

¹Prior to purchase, obtain verbal approval from Ministry Leader to ensure funds are available. (If greater than \$500, obtain verbal approval from Finance Commission)

²After purchase, complete form and attach receipts.

³**Obtain signatures from each Ministry Leader AND Finance Team BEFORE submitting form to Office.**

Budget Category		Date of Receipt	
Expense Description Reimburse by: <input type="checkbox"/> Cheque <input type="checkbox"/> eTransfer (include email address)	Special Instructions (split payments, cheque handling, etc)	GST	\$
		Total Amount	\$
Ministry Leader Approval (Signature)			

Budget Category		Date of Receipt	
Expense Description Reimburse by: <input type="checkbox"/> Cheque <input type="checkbox"/> eTransfer (include email address)	Special Instructions (split payments, cheque handling, etc)	GST	\$
		Total Amount	\$
Ministry Leader Approval (Signature)			

Budget Category		Date of Receipt	
Expense Description Reimburse by: <input type="checkbox"/> Cheque <input type="checkbox"/> eTransfer (include email address)	Special Instructions (split payments, cheque handling, etc)	GST	\$
		Total Amount	\$
Ministry Leader Approval (Signature)			

Budget Category		Date of Receipt	
Expense Description Reimburse by: <input type="checkbox"/> Cheque <input type="checkbox"/> eTransfer (include email address)	Special Instructions (split payments, cheque handling, etc)	GST	\$
		Total Amount	\$
Ministry Leader Approval (Signature)			

Total GST	\$
Total	\$

Finance Team Approval (Signature)

Date

Comments