

Expense Reimbursement

Example on Reverse

Name: _____

Date Submitted: _____

				Treasurer Use Only		
Date	Receipt (Store)	Details	Amount	Chq#	Show	Code
		Total # of Receipts	Total Value of Receipts			

Please Firmly Attach ALL Receipts

Expense Reimbursement

Name: Billy Bob

Please itemize multiple items appearing on single receipts as per example

Date Submitted: Sept 22 2011

				Treasurer Use Only		
Date	Receipt (Store)	Details	Amount	Chq#	Show	Code
Sept 15 2011	Rona	Plywood for Cinderella Coach	52.65			
Sept 15 2011	Rona	Paint for Cinderella Coach	25.63			
		Rona Total	78.28			
Sept 19 2011	Walmart	Wicker Basket for Prop	15.89			
Sept 20 2011	Value Village	Dress for Cinderella	23.56			
Sept 20 2011	Value Village	Candle Holder for Set Piece	5.85			
		Value Village Total	29.41			
		Total # of Receipts 3	Total Value of Receipts 123.58			

Please Firmly Attach ALL Receipts