

COMMITTEE EXPENSE FORM

Office to Record: G.L. acct # _____ Annual Budget: \$ _____

Committee Name: _____

Date submitted: _____

Submitted by: _____

Telephone: _____ Email: _____

Check one: Advance OR Reimburse the following person by cheque:

Name: _____

Unit Number: _____

Amount: \$ _____

Explain use of the **Advance**:

Explain use of **Reimbursement** and attach original receipt(s):

Explain non-receipted expenses:

Please keep a photocopy of your submitted receipts & each expense form for your files.

Committee advance and reimbursement form