

EXPENSE CLAIM

Total Claim: Date: Instructions	Item description or purpose	Supplier	Subtotal	HST	Total	
Claim submitted by / Reimburse to: Date:						
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Claim submitted by / Reimburse to: Date:						
Authorised by: Date:	Total Claim:					
Authorised by: Date:						
Authorised by: Date:						
Instructions	Claim submitted by / Reimburse to:					
Instructions	Authorised by:					
	Additionsed by.		Date.			
	Instructions					
terri description can be generic i.e. stationery, relarb materials, etc.						

Items should not be mixed.

Thus, stationery and refurb materials should be detailed on two separate lines etc.