

Ed as Researcher
Request for Reimbursement

Book Club _____

Study Team _____

Please send to Carolynn Ablitt @ SBO

Submitted by: _____

DATE: _____

School: _____

LIST ALL EXPENSES BELOW

Book Club funds can be utilized for book orders, and **light snacks**. Funds cannot be used for purchase of meals, equipment or student resources.

(ATTACH ORIGINAL RECEIPTS)

write a brief description explaining expenses

	<u>INVOICE TOTAL</u>	<u>GST</u>
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
TOTAL EXPENSES	\$ _____	_____

Please Reimburse:

EITHER

1: School GL account # : _____

OR

2: **Staff member Signature** : _____

	TOTAL REIMBURSEMENT	\$ _____	GST
	GL:	_____	

*Approved for Payment (Carly Hunter)
 revised June 2019