

Ed as Researcher Request for Reimbursement

Book Club _____

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 if. Funds cannot be used for purchase of meals, equipment or student resources.

(ATTACH ORIGINAL RECEIPTS)

write a brief description explaining expenses

INVOICE TOTAL

GST

	\$	
	\$	
	\$	
TOTAL EXPENSES	\$	

Please Reimburse:

EITHER

1: **School GL account #** : _____ (if school Mastercard used, include)

OR

2: **Staff member Signature** : _____ (include original receipt)

Learning Services Only:

TOTAL REIMBURSEMENT \$ _____ GST _____

GL _____

Approved for Payment (Carly Hunter)