

**MISCELLANEOUS EXPENSE CLAIM FORM**

**\* EMPLOYEES \***

**ATTN: Shannon Davies - Book Club Expense**

**CLAIMANT:** Your Name

**DATE:** January 10, 2017

**LIST ALL EXPENSES BELOW**

**(ATTACH ORIGINAL RECEIPTS)**  
write a brief description explaining expenses

	<u>INVOICE TOTAL</u>	<u>GST</u>
<u>Book Purchase - Tanner's</u>	<u>\$125.00</u>	
<u>_____</u>	<u>\$ _____</u>	<u>_____</u>
<u>_____</u>	<u>\$ _____</u>	<u>_____</u>
<u>_____</u>	<u>\$ _____</u>	<u>_____</u>
<u>_____</u>	<u>\$ _____</u>	<u>_____</u>

**TOTAL EXPENSES** \$125.00

**SIGN HERE**

\_\_\_\_\_  
\*Signature of Claimant

If items were purchased by SCHOOL account:  
This purchase was made on a District Account/Mastercard.  
Please credit GL: ASK SCHOOL ACCTS DEPT FOR CODE

**PLEASE LEAVE BLANK** \_\_\_\_\_

\_\_\_\_\_  
\*Approved for Payment (Supervisor)

<u>INVOICE #</u>	<u>PLEASE LEAVE BLANK</u>	<u>GST</u>
	<b>TOTAL REIMBURSEMENT</b>	<u>\$ _____</u> <u>\$ _____</u>
<b>CODE</b>	<u>_____ - _____ - _____ - _____ - _____</u>	<u>\$ _____</u> <u>\$ _____</u>
<b>CODE</b>	<u>_____ - _____ - _____ - _____ - _____</u>	<u>\$ _____</u> <u>\$ _____</u>
<b>CODE</b>	<u>_____ - _____ - _____ - _____ - _____</u>	<u>\$ _____</u> <u>\$ _____</u>
<u>_____</u> Approved by Finance		