



# Expense Form

Cheque Payable To \_\_\_\_\_

Campus \_\_\_\_\_

Date \_\_\_\_\_

Ministry \_\_\_\_\_

**NOTE:** All fields are required for expense approval.

Expense Date	Supplier	Expense Description	Purchase Price	HST	TOTAL Amount
<b>Total HST:</b>					
<b>Total Purchase Price:</b>					
<b>Total Reimbursement (Purchase Price + HST):</b>					

Submitted By \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Reviewed By (Elder/Administrator) \*Optional\* \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved By (Elder) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_