



ARTEAST

REQUEST FOR REIMBURSEMENT

Date of request _____ Approved by: _____

Purchased by _____

Receipts: (please attach original receipts and a copy)

<u>(Date of Purchase, Paid to, description of expense & Class e.g. Trinity)</u>	<u>Amount</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
	Total \$ _____

Payment Details for Accounting Purposes:

To: _____

Date: _____ Cheque # _____ Amount \$ _____

Summary of Payment: (ie, office expenses, postage, & Class ie St. Laurent, AJAE) \$

