



### EXPENSES REIMBURSEMENT FORM

# of Receipt \_\_\_\_\_

Expenses Date	Description <i>(Name of store &amp; reason of purchase)</i>	Amount before taxes	HST	Total
<b>Total</b>				

**Submitted By**  
Name:

**Reviewed By**  
Name:

**Approved By**  
Name:

Signature:  
Date:

Signature:  
Date:

Signature:  
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