

School District No. 52 (Prince Rupert)

Expense Reimbursement Form

DATE: \_\_\_\_\_

VENDOR CODE: \_\_\_\_\_

PAYABLE TO  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AMOUNT PAYABLE: \_\_\_\_\_

AMOUNT OF GST: \_\_\_\_\_

AMOUNT OF PST: \_\_\_\_\_

BUDGET CODE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

BUDGET CODE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

BUDGET CODE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

BUDGET CODE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

BUDGET CODE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REQUESTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_