

## Expenses Submission Form

You may use this form to submit claims for getting camp related expenses claimed. Typically you should have your expenses pre-approved by either your camp director or a camp board member. You *must* include receipts with your expense claims.



In order to most quickly get your expenses reimbursed it is best if you submit them with this form to one of the camp board members present at your week of camp. They will typically be in the position to cut you a cheque immediately. You *may* also submit your expenses to your camp director, but he will not have cheque signing authority so it may take time for your expenses to be paid.

**Person claiming expenses:** \_\_\_\_\_

**Camp week(s):** \_\_\_\_\_

**Date of claim:** \_\_\_\_\_

Description	Amount
<b>Total claim:</b>	

**Approved by:** \_\_\_\_\_

*Remember to attach all receipts*