



## Edmonton Nature Club Expense Claim Form

This form is to be used by volunteers to claim reimbursement from the ENC for club-related expenses.  
All original receipts must be submitted with the completed form.

<b>Description of Expenses</b>				
<b>Receipt Date:</b> (DD/MM/YYYY)	<b>Account Code #:</b>	<b>Budget Account Code Name:</b>	<b>Brief Description of Expenses:</b>	<b>Amount:</b> (Including Tax)
<i>Example</i>	<i>5720</i>	<i>Indoor Programs</i>	<i>King's University Speakers Series Room Rental</i>	\$ <i>XXX.XX</i>
<b>Total Amount for Reimbursement:</b>				

Cheque Payable to (Please print full name): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mail Cheque to Address: \_\_\_\_\_  
 \_\_\_\_\_

**For Treasurer Only:**

Date Received: \_\_\_\_\_ Cheque Date: \_\_\_\_\_

Cheque Number: \_\_\_\_\_