

Expense Report / Request for Advance



Box 520
Sutton, Ontario
L0E 1R0

Name of Claimant: _____

Original receipts must be attached to this form.

Code # (See Below)	Club Activity #	Description	Amount
<input type="checkbox"/> Personal cheque requested		<input type="checkbox"/> Total to be applied against cash advance.	Total

Signature: _____

Date: _____

Approved by: _____
Authorized Executive Member other than Treasurer

Date: _____

Instructions for Completion of Expense/Advance Form

- Gather all original receipts for the claim
- List all receipts in the **Description** column, and the amount in the **Amount** column
- In the **Club Activity #** column, enter the one number code of the activity for which the expense was incurred. (see below under **Club Activity**)
- In the **Code #** column, enter the 4 digit **Operating Expense** code (listed below) to tell us what category of expense this was
- Enter the total amount being claimed in the **Total** box.
- Check off one of the following above: **Personal cheque requested** or a **Total to be applied against a cash advance**
- Have the claim approved by a member of the Executive other than the Treasurer
- Submit to the Treasurer for payment

For Cash Advance requests, follow steps 3—8 above.

Please note:

All cheques will be made out to the Claimant personally

Incomplete forms will be returned to the claimant without processing. This will result in unnecessary delays in reimbursement.

Operating Expense Code**

- 1300 Cash Advance
- 5050 Advertising & Promotion
- 5100 Bank Service Charges
- 5150 Contract Labour
- 5250 Insurance
- 5300 Meetings
- 5350 Office Expenses
- 5400 Repairs & Maintenance
- 5450 Social
- 5800 Workshops/Training

Club Activity

- (category for which the expense is being claimed)
- 1 General Membership
 - 2 Racing
 - 3 Sailing School

If your expense does not fit into any of the **Operating Expenses listed, please identify and explain in detail.

