

# Expense Reimbursement

Name: \_\_\_\_\_

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

Class: \_\_\_\_\_

Date	Description (please choose from the options below)	Sub-Total	GST	Total
<b>Total</b>		\$ -	\$ -	\$ -

- Snow Day Expenses
- Professional Development
- Field Trips
- Preschool Supplies
- Equipment and Improvements
- Toys
- Christmas Party
- Year End
- Yearbooks
- Advertising & Promotions
- Parent Survey
- Business Fees & Licenses
- Courier & Postage
- Office Supplies
- Personnel Committee Expenses
- Repair & Maintenance

APPROVED: \_\_\_\_\_

CHEQUE: \_\_\_\_\_