

Expense report



Instructions:

This form must be completed for the following situation:

1. Employee paid for invoices/purchases;
2. Invoices/purchases paid for from Petty Cash for an event, these types of payments should be avoided where possible.

INVOICES MUST BE SUPPLIED.

To be reimbursed, this form must be physically signed by the requester and approved by a current BEF Board member. Complete, signed forms should be submitted, with attached support, to the BEF Treasurer. Preference is for all reimbursements to be made via online banking.

REQUESTOR INFORMATION:

Name		
Bank Account		
Bank		<i>please indicate the bank if Other selected</i>

Date	How paid for	Vendor Paid	Description	Receipt Attached	Petty Cash	Reimburse
Total to be reimbursed:						

SIGNED: _____

APPROVED: _____