

# Expense report

**Instructions:**  
 This form must be completed for the following situation:  
 1. Director/Member 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 within three months of incurring the expense. Complete, signed forms should be submitted, with attached support, to the BEF Treasurer. All reimbursements will be made via online banking.

**REQUESTOR INFORMATION:**

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

Date	How paid for	Vendor Paid	Description	Receipt Attached	Petty Cash	Reimburse
<b>Total to be reimbursed:</b>						-

SIGNED: \_\_\_\_\_

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