

# Civitan Club of Perth

## Reimbursement/Expense Report

**""Do Not put club charges on this form""**

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

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

**Please Attach/Staple Receipts to this form:**

	Store Name	Project Name/Club Expense	Description	Sub Total Before HST	HST	Amount
1						\$0.00
2						\$0.00
3						\$0.00
4						\$0.00
5						\$0.00
6						\$0.00
7						\$0.00
8						\$0.00
9						\$0.00
10						\$0.00
<b>Total of each Column</b>				<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

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

*This box is for the treasurer's use*

\*\*\*\* "Please print clearly, Thank you"

\*\*\*\*\* See example on the reverse side on how to fill out the form

# Civitan Club of Perth

## Reimbursement/Expense Report

Name: Jane Doe

Date: October 1, 2018

Please Attached Receipts:

			Sub Total		
	Store Name	Project Name/Club Expense	Before HST	HST	Amount
1	Giant Tiger	Club Meals	1/2 & 1/2	\$ 1.99	\$ 1.99
2	Canadian Tire	Building Expense	garbage bags	\$ 10.00	\$ 1.30
3	Home Hardware	Bingo Project	garbage can	\$ 20.00	\$ 2.60
4					
5					
6					
7					
8					
9					
10					
Total of each Column			\$ 31.99	\$ 3.90	\$ 35.89

cheque Amount

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

Treasurer Use Only Please  
leave blank

\*\*\*\* "Please print clearly, Thank you"