



**Communicate
Connect
Coordinate**

REQUEST FOR REIMBURSEMENT OF EXPENSES

Date: _____

ATTN: Parent Council Treasurer

FROM: _____
(Person requesting reimbursement)

(Name of committee)

(Event, Notes)

*(Details of reimbursement, e.g. office supplies, event supplies, etc.)
Please attach receipts or appropriate documentation for reimbursement of expenses.*

(Amount to be reimbursed. If currency other than Canadian, please indicate)

Preferred Method of Reimbursement

Cheque to be left for pickup at Webber Academy reception desk: YES / NO

OR

E-Transfer: YES / NO

(Email address for e-transfer)

(Signature)

Note: Please e-mail the Parent Council Treasurer at WebberParentCouncilTreasurer@gmail.com to advise of this correspondence and/or incoming mail. Please leave the envelope addressed **Parent Council Treasurer** at the Webber Academy reception desk. Thank you!