



How to use YK1's fillable Expense Claim Forms

1. Download a copy to your computer
2. Click "Save As" and rename the file
3. Fill in all necessary fields
4. Do not fill in the "Office Use Only" grey fields
5. Save the file
6. Print off and sign/date
7. Submit to school or district office with original receipts attached
8. Always use a new form for each expense claim submitted.
DO NOT EDIT AN OLD EXPENSE CLAIM FORM.

* Please attach Original Receipts *



Yellowknife Education District No. 1

GENERAL EXPENSE CLAIM

Vendor #:

EC

(EC - Insert date Expense Claim signed by claimant)

First Name	Last Name
Address	

***PD EXPENSE** *Approved PD Leave Request form with conference agenda/program **MUST** be attached for reimbursement

***MEDICAL TRAVEL** Approved/Completed Medical Travel form **MUST** be attached for reimbursement

Department (SJF only):

		<u>OFFICE USE ONLY</u>		
DATE-Y/M/D	EXPENSE DESCRIPTION	ACCOUNT NUMBER	GST (from receipt)	AMOUNT (Including GST)
<u>OFFICE USE ONLY</u>		GST per Account Code	Account Code Total (including GST)	
ACCOUNT CODES:				
TOTAL GST				

1. All receipts must be attached & claim signed before approval for payment

2. All expenses **MUST** be submitted **PRIOR** to the end of the current school year

GRAND TOTAL

Claimant Signature	Date Y/M/D	Verified by:	Approved by:	Date Y/M/D
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