



ETFO

Hastings-Prince Edward

STATEMENT OF EXPENSES FOR ETFO HASTINGS-PRINCE EDWARD

114 Victoria Avenue, Belleville, ON K8N 2A8

Phone: 613-968-3707 1-866-962-ETFO Fax: (613) 962-4618

PAYABLE TO : \_\_\_\_\_
(Name/Business)

FORWARD TO: \_\_\_\_\_
(Address or School)

ITEMIZED EXPENSES: Attach receipts for all expenses (including dependent care claims) by stapling to top left-hand corner.(on the back)

(This does not include mileage. For mileage, please complete a Mileage Expense Form)

Table with columns: Date of expense dd/mm/yy, Budget Line, Details of the Expenditure, \$ Amount. Includes rows for itemized expenses and summary rows for TOTAL CLAIM (A), TOTAL CLAIM FOR DEPENDENT CARE (B), and NET CLAIM (A + B).

CLAIMANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

For office use only

Amount Requested by the Claimant

\$ \_\_\_\_\_

Approved by: \_\_\_\_\_

Cheque #: \_\_\_\_\_

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

Note: Expense claims should be submitted to the Local Treasurer within 30 days of purchase. Cheques will be processed upon return to the office and then mailed or couriered to claimants.