EXPENSE CLAIM

Date: _____ Project / Budget Group: _____

Name: _____ Invoice Reference (if available): _____

Reimbursement to be sent to:

_____

_____

_____

Payment Details	Budget Line to be charged	Date	Amount
EXAMPLE: Reem of paper purchased for hippology contest forms - Receipt attached.	Education: Hippology Contest Supplies	1/5/2011	7.00
		TOTAL:	-

Sub-Committee Approval _____ Treasury Approval _____

Date: _____ Date: _____

Original Receipts must be attached - Ensure that your claim has sub-committee and committee approval before it is presented forTreasury approval. Treasury approval requires validation of receipts/invoice and budget line.