

# Lakeshore Yacht Club

## Expense Claim Form

**Please follow this procedure:**

1. Complete IN FULL, including recording the HST paid and the expense line / project to be charged.
2. Ensure the form adds down and across.
3. Attach an invoice or receipt for each item claimed.
4. Get the claim approved by a LSYC director.
5. Put in Treasurer's mailbox.

<u>Date Expense Incurred</u> mm-dd-yy	<u>Description of Expense</u>	<u>Amount of Expense</u> \$	<u>HST</u> \$	<u>Total Amount Paid</u> \$	<u>Account / Project to be charged</u>
<b>Totals &gt;</b>					

Claimed by:	..... please print your name
Signed:	.....
Date:	.....

Approval by LSYC Director	
Approved by:	.....
Date:	.....

Journal #	.....
Effective date:	.....
Date posted:	.....