



Name			
Date			
lease submit claim	s for a complete	month.	
Activity	Date	Nature of Expense	Amount
Addivity	Butc	reactive of Expense	Amount
		Total >>>	
Submitted by		Date	
Submitted by		Date	

Approved by Secretary-Ireasurer	Date

The Secretary-Treasurer's Department processes cheques twice monthly - mid-month and end of month.