

# RLAI EXPENSE REIMBURSEMENT

DATE:

For non-travel expenses such as: computer software, hardware, supplies, printing, postage, books, misc.

CLAIMANT NAME:

STUDENT ID:

DATE	VENDOR	DESCRIPTION OF ITEM PURCHASED	NET	GST	TOTAL
		<input type="text"/>			
		<input type="text"/>			
		<input type="text"/>			
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		<input type="text"/>			
		<input type="text"/>			
		<input type="text"/>			
		<input type="text"/>			
		<input type="text"/>			
Additional Notes	<input type="text"/>		<b>Sub Total</b>	<b>GST Amount</b>	<b>Total Due Claimant</b>
			<input type="text"/>	<input type="text"/>	<input type="text"/>

CLAIMANT'S SIGNATURE:

DATE:

Note: If your expenses are in a foreign currency, please convert to Canadian dollars using the date on your receipt as conversion date.  
<http://www.oanda.com/convert/classic>  
Reimbursement will be through EFT (electronic funds transfer) to your bank account.