



PERSONAL EXPENSE FORM

In order to receive a reimbursement the **original receipt** must be attached to this form.

Forms are to be submitted to Lauren Johnson of the Dalhousie Commerce Society office via email at finance@dalcomm.ca

If you have any questions you can contact Lauren Johnson at finance@dalcomm.ca or Emily Ogston at president@dalcomm.ca

Due to delays from COVID-19, we ask that you please bear with us as we attempt to get your reimbursement to you in a timely manner.

Thank you in advance for your cooperation.

Pay to the Order of: _____.

Submission Date: _____ **Receipt Date:** _____.

Amount: _____.

Purpose of Receipt: _____.

Signature: _____.

Purchase was Authorized by: _____.

Signature: _____.

Date of Cheque: _____ **Cheque Number:** _____.

