



Christ the Redeemer Catholic Schools

Box 137, 46 Elma Street, Okotoks, AB T1S 1J7

Phone: (403) 938-4119 ~ 1-800-659-1945 Fax: (403) 938-2657

www.centreforlearning.ca ~ centreforlearning@redeemer.ab.ca

## EXPENSE CLAIM SUMMARY

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Please staple your **ORIGINAL** receipts to this expense claim summary.

STUDENT NAME	GRADE

**Copy this form for future use.**

**\*\* Original receipts are required\*\***

SUPPLIER	DESCRIPTION OF ITEM OR SERVICE	CAN. \$ (Including GST)	EDUCATIONAL PURPOSE	OFFICE USE ONLY
				Vendor #
				Invoice #
				Inv.Date:
				Amount:
				Code: 00022
				Code: 62522
<b>TOTAL CLAIM</b>				

## **EXPENSE CLAIM SUBMISSIONS**

1. For direct deposit to your bank account forward a VOID cheque and your email address.
2. We DO NOT reimburse for mileage, fuel, clothing, travel expenses, meals, accommodation.
3. Expense Claims and original receipts must be received before the 10th of each month. The first cheque run is in late October.
4. The deadline for your last expense claim is June 30; the final cheque run will be done in August. This allows time for the return textbooks that belong to The Centre for Learning@HOME.
5. If you submit extra expenses, we will hold those receipts and reimburse you the following year, if you re-register with us.
6. High School students doing CEU's will NOT receive funding until
  - a. credits have been earned
  - b. ALL books have been returned; and
  - c. receipts have been submitted
7. Cheque runs will be done in August and March for high school CEU funding which is \$25/credit.

**UNUSED FUNDING FOR THE CURRENT SCHOOL YEAR WILL NOT BE  
CARRIED FORWARD TO THE NEXT YEAR.**

Please contact our office if you have any questions.