North Glenora Community League
EXPENSE CLAIM FORM

Date Submitted		**Payable to:**	
Total Amount of Reimbursement	$	**Committee / Position**	

Receipt Date or Date of Expense	Amount	Description of Expense	Receipt Attached
Total Amount		Signature	

Attach all Receipts and Submit to: NGCL Treasurer for Reimbursement

1. *Use this form if you have spent your own funds on behalf of North Glenora Community League.*
2. *Attach all receipts and add up the total amount NGCL owes you, sign the form and submit for reimbursement*
3. *If expenses are for different committees, group by committee and sub-total.*