



# Town of Georgetown

Founded 1732 • Incorporated 1912

P.O. Box 89,  
Prince Edward Island,  
Canada C0A 1L0  
Phone: (902) 652-2924  
Fax: (902) 652-2701

## Expense Claim Form

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

Organization Representing: \_\_\_\_\_

Date: \_\_\_\_\_ Activity Carried Out: \_\_\_\_\_ Travel ( klm ) : \_\_\_\_\_ Meals(\$): \_\_\_\_\_ Telephone(\$): \_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please Attach Receipts:

Total: \_\_\_\_\_

GST: \_\_\_\_\_

PST: \_\_\_\_\_

Total Expenses: \_\_\_\_\_

I hereby certify that the amounts indicated are correct, have been expended by me, and was incurred entirely on the organization represented above business.

Claimants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_ Account Number: \_\_\_\_\_

*"Capital of Kings County"*