|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Pay to:** |  | |  | | |
| **Date on receipt** | **Vendor** | | **Purpose of Expense** | | **Amount** |
| Choose date |  | |  | |  |
| Choose date |  | |  | |  |
| Choose date |  | |  | |  |
| Choose date |  | |  | |  |
| Choose date |  | |  | |  |
|  | | | **Total to be Paid** | | $0.00 |
| **Budget Line** |  | | | | |
| Choose an account | | | | |  |
| Choose an account | | | | |  |
| Choose an account | | | | |  |
| Choose an account | | | | |  |
| Choose an account | | | | |  |
|  | | | **Total (must agree with above)** | | $0.00 |
|  | | | | | |
| **Payment Requested By** | |  | |  | |
| **Signature** | |  | |
| **Date** | | Choose date | |
| **Office Use Only** | | | | | |
| **Payment Approved By** | |  | |  | |
| **Signature** | |  | |
| **Date** | |  | |

**EXPENSE CLAIM AND PAYMENT**



121 Hazelwood Crescent

Winnipeg, Manitoba

R2M 4E4