**REIMBURSEMENT REQUEST**

**Instructions**: One form is to be completed for each trip you are requesting reimbursement for. If you are looking for a per diem reimbursement, the trip leader will complete this form by noting each recipient’s name in the *date paid* column of the payment details section.

1. Enter the trip information.
2. Enter your personal information. You will be paid by e-transfer or cheque.
3. Fill in payment claim details.
4. Scan your receipts. An example of a free app to do this is Adobe Scan.
5. Email this document and scanned receipts to both **treasurer@accedmonton.ca** and the respective **trip leader.** We cannot reimburse any requests without confirmation from the trip leader.

**Note: Payments will be issued monthly.**

**Trip Information:**

|  |  |  |
| --- | --- | --- |
| Trip Name/Description | Trip Dates (mm/dd/yy – mm/dd/yy) | Trip Leader |
|  |  |  |
|  |  |  |

 **Personal Information:**

|  |  |  |
| --- | --- | --- |
| Name | Address (Street, City, Postal Code) | Email |
|  |  |  |

**Payment Claim Details**

|  |  |  |  |
| --- | --- | --- | --- |
| # | Date Paid (mm/dd/yyyy) | Details of Payment | Dollar Amount |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
|  |  | Total Dollar Claimed = | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Please identify scanned images according to the numbering system above. For example, if you have 2 gas receipts, please note them on 2 separate lines, with the image documents numbered as 1 and 2.**