LHLB Expense Form

Please print and inclose this form with attached receipts.

If a composite receipt please identify club purchases..

if attaching a separate summery of expenses please indicate on this form the total amount of your claim.

Submit to the club treasurer .

Lake Hill Lawn Bowling Club
3930 LaSalle Street
Victoria, B.C.
Canada
V8P 3L7

www.lakehilllawnbowling.ca

Member's Name:

Expense Category: ☐ Membership; ☐ Social(Kitchen); ☐ Office; ☐ Maintenance; ☐ Capital Cost; ☐ Miscellaneous

Expenses From (date):

Expenses To (date):

Expense Date	Expense Description	Cost Center	Expense Amount

Total Expenses	
Total Advance	
Total Reimbursement	

Comments:

Signature:

Date:

Authorized By:

Internal Use Only

Amount Paid	Check No.	Date