

EXPENSE CLAIM FORM

This form is to be used in all claims made to Command for reimbursement and advance requests. The key items on the form are:

- Check off the appropriate fund that this request will be applied against.
- Indicate what the reimbursement is for (i.e. a trip to the Convention, Council Meeting, Sports function, etc.).
- If travel is involved, note the number of kilometers driven.
- Up to two (2) claims can be made on one form.
- Submit this request to the next level of Command (i.e. District Commander, Vice President, etc.) for approval.
- Attach all necessary receipts.
- More information is available in the Command Expense Policy of this Manual if required.



**ALBERTA-NWT COMMAND
THE ROYAL CANADIAN LEGION**
2020 - 15 Street NW, Calgary, AB T2M 3N8
Phone: 403-284-1161 Fax: 403-284-9899



EXPENSE CLAIM FORM

GENERAL SPORTS YOUTH
 POPPY _____ _____

NAME: _____ DATE: _____

ADDRESS: _____ DISTRICT: _____

OWN BRANCH No.: _____

Date: _____	DESCRIPTION	AMOUNT
Branch No.: _____		
Branch Name: _____		
Location: _____		
Date: _____	DESCRIPTION	AMOUNT
Branch No.: _____		
Branch Name: _____		
Location: _____		
ACCOUNTING		TOTAL
	SUBMITTED BY	
	APPROVED BY	