## Club **Fanshawe Yacht Club Expense Claim Sailing School** Submitted by (Chair/Exec.): Date submitted: Attach Receipt Total expense Expense (exclude HST) **HST** Yes / No (Include HST) Date Account\* Store / Supplier Description of expense No Receipt ? (A) (B) (A+B)Explain TOTALS: **Total** For Accounting use: Payable to: Entered: Address date paid: Postcode Instructions: Please attach receipts and indicate for which account using legend below. If unsure, ask a member of the Executive. Submit form as soon as possible to any member of the Executive or Chair of Committee. Payment will be mailed out within 10 days to the address you have indicated. Please include Provincial Sales tax with Expense, exclude GST.

Account legend: B&G Buildings and Grounds Maintenance (including food for Workparties) Cap Capital expenditures (refer to budget for list of approved items) Com Club Communications (publications for members, postage, telephone committee) DM&B Docks, Moorings and Boat Maintenance (includes gas, repairs..) Misc. Miscellaneous PR Public Relations (advertising, Open House, special events) Reg Regatta expenditures (including advertising and promotion) Social Events (major events as listed on Club Calendar) Soc Other (Write in name of account)