School District 8
Kootenay Lake

A.1
Revised: June 2, 2021

Reimbursement Claim Form

Month of Expenses	
_____.____-RB (Year YYYY) (Month MM)	Example: 2021.01-RB for Jan 2021 Expenses

Cheque Payable To:		Payable To Signature:	
Title & School (e.g. Teacher-PCSS):			
New vendors: please attach a completed A.10 New Vendor Set-up Application			
Description of Reimbursement:			

G/L Code	GST	Total Amount
TOTAL:	$ 0.00	$ 0.00

Approved for Payment			
Approval Signature:		Date:	
Title:			

Please submit with itemized receipts single sided to:
Accounts Payable, School Board Office, Ph: 250-505-7052 | Email: accounts.payable@sd8.bc.ca