



HYC Expense Form

Members can print and fill out this form as an alternative to the online expense form. Copies of receipts must be attached to the form and it must be approved by the appropriate CoM member to be submitted to the Treasurer for reimbursement.

Date: _____ DD/MM/YYYY

First name: _____ Last name: _____

Phone number: _____ Email: _____

How would you like to receive payment? E-transfer Cheque

If e-transfer – ensure the email address provided is the email to which the money should be sent. If your bank requires a security question, the answer will be **Highland**



Description of expense	Subtotal	HST	Total
TOTALS			

CoM member who should approve this expense: _____

(Commodore, Vice Commodore, Rear Commodore, Secretary, Treasurer, Harbour Master, Fleet Captain, Social Director, Communications Director)

To be completed by authorizing CoM member

Name: _____ Date: _____ DD/MM/YYYY

Signature: _____

Budget account: _____

Refer to the budget to identify the account this expense should be allocated to.

To be completed by the Treasurer

Name: _____

Received: _____ DD/MM/YYYY Paid: _____ DD/MM/YYYY