

## BoFEP Miscellaneous (Non-travel) Expense Claim Form

<b>Name:</b>			<b>Affiliation:</b>	
<b>Address:</b>				
<b>Expenses</b>				
<b>Date</b>	<b>Receipt #</b>	<b>Item</b>	<b>Purpose</b>	<b>Amount</b>
<b>Note:</b> Number all receipts consecutively and staple them to the top of this form <i>See over page for further details about allowable expenses</i>			<b>Total expenses:</b>	<b>\$</b>

I hereby certify that all expenses were expended for the purpose noted above in keeping with the best interests of BoFEP and that the amounts claimed have not previously, nor will be, claimed or reimbursed to me by any other organization.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_ **E-mail** \_\_\_\_\_

**Approved for payment:** \_\_\_\_\_

*(Working Group Coordinator, Project Manager, or Officer of BoFEP)*

Treasurer's Reference:
------------------------

**Return the completed form to:**

Susan Rolston  
BoFEP Treasurer  
287 Boutilliers Cove Road  
Hacketts Cove, Nova Scotia B3Z 3J6

**Questions about completing this form?** Tel/Fax: (902) 823-2191 or E-mail: [seawindscs@eastlink.ca](mailto:seawindscs@eastlink.ca)

**Travel Expense Form Guidelines**

1. All claims for miscellaneous expenses in connection with any BoFEP activity (except in #2 below) must have prior approval of an Officer of BoFEP.
2. All claims for in connection with the activities of BoFEP's Working Groups and projects must have the prior approval of the Coordinator of the Working Group or Project Manager.
3. Only original receipts or invoices are accepted and must be submitted with this form. Credit card or debit card receipts are not sufficient. Photocopies of receipts are not acceptable.
4. Any expenses related to travel must be submitted on a Travel Expense Claim Form.
5. Expenses not in conformity with these guidelines must have prior approval of an Officer of BoFEP.