

**Bay of Fundy Ecosystem Partnership
Claim for Miscellaneous Expenses *(Non Travel)***

Date	Code #	Item	Purpose	Source	Receipt #	Amount
Note: <i>Number all receipts consecutively and staple them to the right top corner of this form.</i>					Total	

I hereby certify that all expenses claimed were expended for the purpose noted above, in keeping with the interests of BoFEP.

Claimant *(print)*: _____ **Address**: _____

Signature: _____ **Date**: _____ **Approved**: _____

Claim for Miscellaneous Expenses (*Non Travel*)

Return completed form and receipts to: BoFEP Treasurer,
25 Hanover Court,
Halifax, Nova Scotia, B3M 3K7

Questions about completing the form? Tel: (902) 585-1113 Fax: (902) 585-1054
E-mail: Secretariat@bofep.org

Miscellaneous Expense Guidelines: (*Draft - subject to change*)

1. Expenses not in conformity with these guidelines must have prior approval of an Officer of BoFEP Inc.
2. All claims for miscellaneous expenses in connection with any BoFEP related activity (except as in item 3 below) must have the prior approval of an Officer of BoFEP Inc.
3. All claims for miscellaneous expenses in connection with the activities of any of BoFEP's Working Groups must have the prior approval of the Coordinator of the Working Group.
4. Original receipts must be submitted with this form.
5. Include expense code (see below) on the form to indicate the nature of the expenditure.

BoFEP Expense Codes

Category	code	Category	code	Category	code
BoFEP Committee meetings	4210	Ecotourism WG	4760	Secretariat consumables	4140
NGO Travel	4220	Fish migration WG	4780	Secretariat communications	4150
Annual General Meeting	4230	ICZM WG	4800		
5 th Science Workshop	4300	MEQ WG	4820		
6 th Science Workshop	4400	Resource Development WG	4840		
Communications/promotion	4500	Toxic chemicals WG	4860		
Minas Basin WG	4610	Zooplankton WG	4880		
SMARTS WG	4620	Biosphere Reserve WG	4900		
Sublittoral Ecology WG	4640	Up. Bay Integ. Fish.Mgmnt WG	4920		
Coastal Development	4660	Eel grass WG	4940		
Corophium WG	4700	GPAC Canadian Forums	5020		
Eutrophication Nutrients WG	4720	BoFEP Website	4520		
Stress/Cumulative Effects WG	4740	Other Projects	4570		