



RENFREW COUNTY CATHOLIC DISTRICT SCHOOL BOARD
EXPENSE CLAIM CHECK LIST

- Complete Name, Home Address, Position
- Complete purpose and destination of travel ie **Why? From? To?**
- If travelling with another employee, provide employees name(s)
- No photocopies or faxes**
- Attach original itemized receipts. No Credit Card/Debit Card slips**
We require the detailed receipt if charging a meal to your room.
- Attach boarding passes to confirm proof of travel
- "Reasonable amount" for meals will be reimbursed
- Ensure dates correspond to travel dates
- NO ALCOHOL** on any receipts
- List budget #
- If travelling out of county, have you checked to see if renting a car is more cost effective.
- "Total"** claim at the bottom and ensure claim adds & cross adds
- If a re-bill, provide re-bill information - Who? When?
- Employee to sign claim form on Claimant's Signature line
- Principal to sign claim form on the Approved By line.
- Send to RCCDSB - Business Services