



Document Name	Expense Reimbursement Form
Document Number	M2011f
Last revised	August 9, 2022
Purpose	This form is to be used for submitting eligible business expenses for reimbursement by the Company.
Connecting Documents	M2004p, M2011p
Connecting Forms	Not applicable
Connecting Systems	Not applicable

Expense Reimbursement Form

Instructions

Complete the Expense Form below to apply for reimbursement of eligible business expenses. Once completed, please forward the completed form to your direct Manager for approval. Please refer to EZ STAK's Expense Policy (document #2011p) for more information regarding the rules and guidelines for eligible business expenses.

Receipts **MUST** be attached to the back of this form.

Expectations

As an Employee, we expect:

- Responsible behavior within the guidelines of the Expense Policy.
- Expenses submitted to the relevant Manager as soon as possible and with enough details to explain the purchase, where applicable.

As a manager, we expect:

- That all purchases, include purchases made by subordinates, comply with the Expense Policy.
- Expense reports submitted by subordinates to be carefully reviewed for compliance with the Expense Policy.
- Expense reports submitted by subordinates to be either approved or returned to the original claimant for further revisions within 48 hours. Approved expense reports must be submitted to accounting within 24 hours after approval.

Expense Form

Submitted By:	Department:
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Date:	Signature:
Direct Manager's Name:	Approved By:

Description of Business Expense	Amount Claimed	GST on Bill	Expense Account (If known)
Automobile C\$0.61 cents /km or US \$0.62.5 cents/mile			
Meal Expenses			
Parking			
Transportation (Air, Rail, Bus)			
Hotel			
Other			
Other			
		Total Cost	\$

Final Approval by Accounting:

Name	Signature
Department	Date Approved

