MINISTRY OF FINANCE AND SUPPORTED ENTITIES REIMBURSEMENT CLAIM FOR NON-PAYROLL RELATED EXPENSES

INVOICE #	
NR	

FORM USAGE

This form is to be used by individuals to claim reimbursement for government expenditures that have been paid for personally and cannot be claimed using another reimbursement method (e.g., items that cannot be claimed through petty cash or on a travel voucher). After completion, the individual should forward the original claim (with receipts attached) to the expense authority. The expense authority will complete and sign the Coding section and forward the claim to MFIN, Accounts for processing. A cheque will be forwarded to the *Cheque Mailing Address* below.

CHEQUE INFORMATION	<u>ON</u>				
Payee Name: _Edena Bro	wn Vendor#: NR	Loc. Code:	_		
Cheque Mailing Address:	s.22		_		
DESCRIPTION OF PURCHASE(S)					
Date of Purchase	Description	Amount			
July 17th 2020	office Supplies (constit location)	SubTotal: 166.79 \$18 GST: 8.34 PST: 11.68	86.81		
August 26th 2020	Postage/packaging (See attached	SubTotal: \$29.99 GST: \$1.50	31.49		
	Cheque Total	\$2	218.3		
Signature of Individual Receiving Reimbursement Aug 30 1/20 Date					
Certified this is a true statement of disbursements made to which I am entitled and for which I have not been and will not be reimbursed by any other party.					
CODING					
Client: 039 Resp: _	18YAA Service Line:14001 STOB:6508/6506 Project:	1800000			
100 to • 100 co o co c	ority Signature Sept 2/20 Date				
Certified that the amount to be pa	aid is correct, in accordance with appropriate statue or other authority for payment.				

FIN FSA 007 REV. 06/07

Morton, Kaitlin MCF:EX

From:

Brown, Edena MCF:EX

Sent:

July 20, 2020 9:58 AM

To:

Morton, Kaitlin MCF:EX

Subject:

Receipt for supplies

Attachments:

IMG_1494.jpg

Hi Kaitlin,

Thanks for helping me!

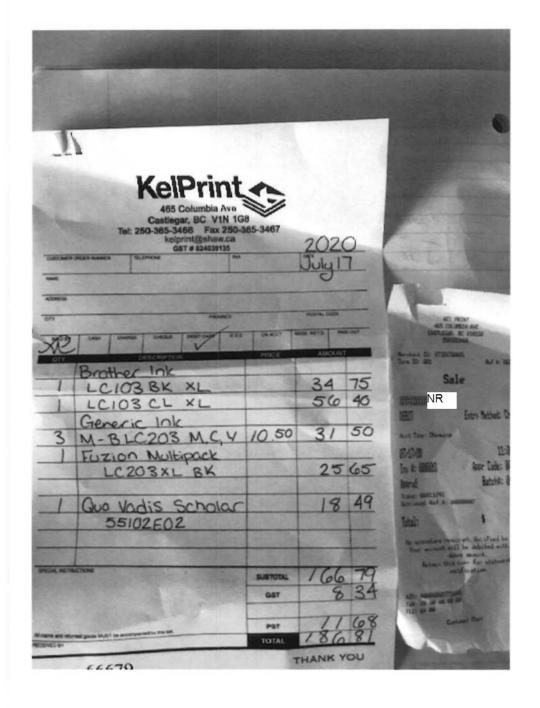
I have the receipt attached.

Printer cartridges for both office and home printers as I have been printing off both.

Also one notebook/schedular for office use.



Thanks Miss K, Edena



Morton, Kaitlin MCF:EX

Brown, Edena MCF:EX From:

August 26, 2020 3:08 PM Sent: Morton, Kaitlin MCF:EX To:

Receipts Subject:

IMG_1496.jpg; ATT00001.txt; IMG_1497.jpg; ATT00002.txt; IMG_1498.jpg; ATT00003.txt **Attachments:**

Hi Kaitlyn,

Here is the paperwork for mailing the binder.

\$31.49. I bought a box and it includes flat rate postage.

Thanks, Edena

Canada Post / Postes CASTLEGAR 1011 4th St CASTLEGAR, BC V GST/TPS#: 1193214	1N280
2020/08/26 CC/CC641138 01:53:03	300
G 5% FLAT RATE BOX LARGE 18\$29.99	\$29.99
SUBTL GST TOTAL	\$29.99 \$1.50 \$31.49
Debit Card Card Number ************************************	\$31.49
RND. CHG. Receipt required for all ret	\$0.00
Tell us how we did today. Complete the survey at canadapostsurvey.ca or text 'SURVEY' to 55555 and enter to WIN one of two \$250 Prepaid Visa Cards. (Standard message and data rates would apply for text message)	
NR	

