



# Alberta Royal Purple Association Provincial Directors & Committee Expense Claim Form

Please Print

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ PC: \_\_\_\_\_

Function: \_\_\_\_\_

Date	Business Name (attach receipts)	Category	GL Code	Km Travelled (\$0.45/km)	GST	Total
Signature: _____						TOTAL

All items of EXPENSES (other than km) must be accompanied by a receipt for payment to be issued.  
ALL Expense Forms must be received by the ARPA Treasurer within 60 days of the expense or event.

**GL CODES & CATEGORY NAMES (place in the above chart):**

- |                             |                          |                                  |
|-----------------------------|--------------------------|----------------------------------|
| 6150 Office Expense         | 6200 Board Expense       | 6205 Conference                  |
| 6215 Convention             | 6225 Mtgs out of Prov    | 6300 Marketing Committee         |
| 6350 Inventory              | 6400 Social Media & Web  | 6500 Judiciary Committee         |
| 6600 Membership & Planning  | 6700 Audit/Review        | 7125 Casino Gas & Accommodations |
| 7150 Casino Office Supplies | 7205 Casino Conference   | 7225 Casino In Prov Travel       |
| 7300 Casino Marketing       | 7400 Casino Social Media | _____ Other -provide details     |

Approved by: \_\_\_\_\_ Paid by Cheque # \_\_\_\_\_ Gen or Casino

Notes: \_\_\_\_\_