



Association of British Columbia College Pension Plan Retirees (CPPR)
C/O Federation of Post-Secondary Educators
400-550 West 6th Avenue, Vancouver, BC, V5Z 1A1

GENERAL EXPENSE CLAIM

Name:
(Please print)

Address:
(Please print)

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Phone: **Email:**

Date	Expense	Amount	Note
	TOTAL CLAIM	\$ =====	

Signature of Claimant

Date.....

\$..... Approved on *(Date)* by

Signature of Treasurer/President/Secretary
(Circle as Appropriate)

Attach all original receipts except where not required under ABC CPPR policy. To ensure you receive your reimbursement, please submit this form to the Treasurer

Procedure for Expense Claims *(cont)*
General Expenses

Members will be reimbursed for all reasonable expenses incurred on behalf of the association.

For individual expenses over \$100, members should contact the Treasurer or in his/her absence his/her delegate for pre-approval.

Where possible, receipts must be kept and should be submitted to the Treasurer.