**Expense Claim**

***We are pleased to extend this grant to support your garden or project activities.***

**Instructions for Submission:**

* Please number your receipts and attach to this form in the same order.
* Send original receipts if possible, otherwise scans or photocopies are acceptable. (Keep a scan or copy for your records.)
* General description of purchases can be summarized (for example, plants, fertilizer, etc.)
* Final Deadline: September 15.
* Note: Any fall purchases for the same garden require an additional Expense Claim with Receipts and can be submitted by October 31 if pre-approved funds remain.
* Please email the completed Expense Claim and scan of receipts to: projects@parkdaletorontohort.com
* Completed Expense Claim and receipts should *also* be mailed to the Treasurer, at the **updated Hort address** (Horticultural Societies of Parkdale and Toronto, 101 Constance St, Toronto, ON M6R 1S7) or given to Judy Whalen or another Hort board member.
* Questions can be directed to the project coordinator: projects@parkdaletorontohort.com

**Reimbursement Details**

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

Name of garden or project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name & address for reimbursement cheque: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please attach your numbered receipts.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Receipt #** | **Date of receipt** | **Vendor** | **Details** | **Amount** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |
| **6** |  |  |  |  |
| **7** |  |  |  |  |
| **8** |  |  |  |  |
| **9** |  |  |  |  |
|  |  |  | **Grand Total** |  |