



The Horticultural Societies of Parkdale & Toronto

1938 Bloor Street West, P. O. Box 30023, Toronto, Ontario, Canada M6P 4J2
Email: info@parkdaletorontohort.com Web: www.parkdaletorontohort.com

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 Hort address (Horticultural Societies of Parkdale and Toronto, 1938 Bloor St. West, P.O. Box 30023, Toronto, ON, Canada M6P 4J2), 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	