



GULF ISLANDS  
SCHOOL  
DISTRICT 64

School District No. 64 (Gulf Islands)  
112 Rainbow Road  
Salt Spring Island, BC V8K 2K3

Phone: 250-537-5548 Accounting Ext. 0209  
Fax: 250-537-4200  
Email: accounting@sd64.org

## Reimbursement Voucher

Please reimburse expenses as per receipts attached.

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

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

\*Paid on Behalf of (name): \_\_\_\_\_ N/A

Total Claim Amount: \_\_\_\_\_

Claimant Signature: \_\_\_\_\_

Charge to GL Account: \_\_\_\_\_

Approval: \_\_\_\_\_

*\*Paid on Behalf of: expenses directly related to an employee's job that are paid/reimbursed by the district on behalf of the employee, such as travel, training, conferences, registrations, or membership fees. Only items specific to an individual's position or duties qualify; general supplies do not.*