

Expense Record

NOTES: Expenses must first be approved by the Producer of the show – if applicable, whose signature must be on this form - before being submitted for reimbursement. Please attach receipts showing items bought and any HST – not credit card receipts that only show only a total. Credit card receipts showing only a total are NOT accepted under any circumstances as they are not accepted by auditors – they must be full itemized receipts. And please do not mix personal items with SSP items on the same receipt – have them rung in separately. SUBMIT THIS FORM & YOUR RECEIPTS MONTHLY – BEFORE THE 15TH OF THE FOLLOWING MONTH. Please contact the SSP Treasurer at 902-530-2797 if you have any questions.

NAME: _____ **ADDRESS:** _____

PHONE NUMBER: _____ **SPECIAL INSTRUCTIONS:** _____

DATE (DD-MM-YY)	AMOUNT	WHERE PURCHASED	PRODUCTION	DEPT EXPENSED TO	NOTES
TOTALS					

APPROVED BY: _____