South Shore Players Expense Record Form as of March 2026

NOTES: Expenses often need to be approved by the Producer of the show – *if applicable*, so please check with them before being submitted for reimbursement. Please include receipts showing items bought and any HST – *NOT* just a credit or debit card receipt that only show only a total. *Credit or debit card receipts showing only a total are NOT accepted under any circumstances as they are not accepted by CRA – they must be fully itemized receipts.* And please try not to mix personal items with SSP items on the same receipt – ask to have them rung in separately. *IF POSSIBLE SUBMIT THIS FORM & YOUR RECEIPTS MONTHLY – BEFORE THE 15TH OF THE FOLLOWING MONTH.* Please contact Ruth at ssptreasurer1993@gmail.com or 902-530-2797 if you have any questions.

NAME: _____ **ADVANCE GIVEN:** _____
(If applicable)

SPECIAL INSTRUCTIONS: _____

DATE (YY-MM-DD)	WHERE PURCHASED	PRODUCTION	NOTES
TOTALS			

IF you want your reimbursement cheque mailed to you, please provide your mailing address.