South Shore Players Expense Record Form as of May 2026

Expenses often need to be approved by the Producer of the show – if applicable, so please check with them before you submit any receipts for reimbursement. Also - please include itemized receipts showing items bought and any HST paid – NOT just a credit or debit card receipt that only shows a total - as those are NOT accepted under any circumstances by CRA – they must be fully itemized receipts. **As well, please try not to mix personal items with SSP items on the same receipt – ask to have them rung in separately. And if possible, please submit this form & your receipts monthly – before the 15th of the following month. And feel free to contact Ruth at treasurer2013ssp@gmail.com or 902-530-2797 if you have any questions.**

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

SPECIAL INSTRUCTIONS: _____

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

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