

**SGGEE**

**REQUEST FOR PAYMENT OR REIMBURSEMENT**

***Select Currency:*** Click to select currency

**Name:** Click or tap here to enter text.

*I CERTIFY THAT THIS REQUEST COVERS COSTS PROPERLY PAYABLE BY SGGEE*

Signature

***Please prepare and forward a cheque payable to:***

**Recipient’s name:** Click or tap here to enter text.

**Address:** Click or tap here to enter text.

***To satisfy audit requirements please attach relevant invoice(s) and provide a brief description***

|  |  |  |
| --- | --- | --- |
| Description (please also state expense category, e.g.: Research) | Amount | Office use (Codes, etc.) |
| Click or tap here to enter text. | Click or tap here to enter text. |  |
| Click or tap here to enter text. | Click or tap here to enter text. |  |
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| Click or tap here to enter text. | Click or tap here to enter text. |  |
| Total | Click or tap here to enter text. |  |

**For office use only:**

|  |  |  |
| --- | --- | --- |
| Approved by: | Cheque No.: | Dated: |
|  |  |  |
| Mailed to: |  | |

***Instructions:*** *Print completed form, scan your receipts and send all documents via email to* [finance@sggee.org](mailto:finance@sggee.org) *or alternatively by mail to:*

SGGEE

Accounting & Finance

Box 905 Stn. “M”

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Canada