

## REQUEST FOR REIMBURSEMENT SUBJECT ASSOCIATION GRANTS

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

Cheque Payable to: \_\_\_\_\_  
(Full Name of Subject Association)

For: Request for reimbursement for Subject Association Grant expenditures related to the approved project

Amount: \$ \_\_\_\_\_ (maximum allowable is the amount approved)

Charge to: OSSTF/FEESO Account #6310

**PLEASE MAIL CHEQUE TO:**

(Name and address of authorized Treasurer of the Subject Association)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Notes:**

- OSSTF/FEESO will reimburse the Subject Association **for expenses directly related to the approved project incurred during a school year, from July 1 to June 30.**
- **Receipts** for expenses relating to the approved project **must be submitted** with this Request for Reimbursement by **May 31.**
- **BOTH SIDES OF THIS FORM MUST BE FILLED IN AND SUBMITTED.**
- If you have any questions, please contact Subject Association Grants Administration ([subj.assoc.grants@osstf.ca](mailto:subj.assoc.grants@osstf.ca)) at the Provincial Office.

**For OSSTF/FEESO use only:**

Request received: \_\_\_\_\_ Request approved: \_\_\_\_\_

Cheque issued and sent: \_\_\_\_\_

## Explanation of Expenses

Please itemize the submitted receipts below. Acceptable receipts include business receipts or invoices, and/or cancelled cheques or credit card receipts **showing payment of expenses related to the project.** (Invoices to OSSTF/FEESO from the Subject Association are not acceptable.)

Receipt (Name of business or individual to whom monies were paid.)	Amount of Receipt	Explanation of how this expense relates to the approved project

