



**EXPENSE CLAIM REIMBURSEMENT**

DATE: \_\_\_\_\_

**HOME EDUCATION**

Cheque Payable to: \_\_\_\_\_  
(Parent Name)

\*\*FAMILY MAILING ADDRESS: \_\_\_\_\_

Enter information in yellow cells

**\*\*ITEMIZED RECEIPT OF PURCHASES MUST BE PROVIDED TO OBTAIN RE-IMBURSEMENT\*\***

RECEIPTS					
Date	Vendor	Description	RECEIPT TOTAL <small>(includes GST &amp; HST)</small>	GST & HST	Unit Amount
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
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			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
<b>TOTALS:</b>			\$ -	\$ -	\$ -

**STUDENT FIRST AND LAST NAME - ONLY ONE STUDENT PER FORM**

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

UNIT Total: \$ -  
GST/HST Total: \$ -  
TOTAL CLAIM / CHQ: \$ -

Please MAIL original receipts and this form to:

RDCRS Home Education  
St. Gabriel Learning Centre  
103 4706 48 Avenue  
Red Deer AB T4N 6J4

\_\_\_\_\_  
Applicant Signature

School Office Use:

Payment Request No:	_____
Authorization:	_____
Code:	_____

Budget Remaining:	_____
Dated:	_____

Central Office Use Only:  
68% of GST/HST = \$ -

## Claim Form Checklist

*Use this checklist to double check that everything is correct before sending in your claim form. These points are explained in greater detail in the Funding Manual on the website at [rdcrs.ca](http://rdcrs.ca).*

### All of my receipts show the following:

- Vendor Name
- Date
- Item(s) Purchased
- Total Price
- GST Registration Number (if GST was charged)
- Proof of Payment

### In addition:

- All of my receipts have all staples removed
- All of my receipts are taped onto one side only (not front and back) of a 8.5 x 11" piece of paper if they are not already that size.
- All receipts are cut to fit a 8.5x11" piece of paper and are not folded
- The tape does not cover any important information
- The claim form is attached to the top of the pages of receipts
- I have dated the claim form in the space provided at the top of the form
- I have provided my Family Mailing Address in the space provided at the top of the form (NOTE: this is not your email address)
- I have signed the claim form at the bottom
- My student's/child's name is on the bottom of the claim in the space provided (NOTE: only one child/student per form)
- I have entered all Canadian Tax in the GST column including GST, PST, HST and QST
- I only included Canadian Tax in the GST column and not U.S. Tax
- I have totaled each column and written the totals at the bottom
- When I add the Unit Total to the GST/HST Total it equals the Total Claim
- Packing slips, statements or order forms will not be accepted as proof of purchase. You must supply the receipt.
- I have not used a highlighter on any information on my receipts

**NOTE:** The above checklist must be completed in order to process your claim form. Failure to do so will result in your claim form being returned to you which could delay payment.