



Ahousaht Post-Secondary

General Delivery
 Ahousaht, BC V0R 1A0
 T: 250 670 9662 F: 250 670 9660
 www.ahousahted.com

Reimbursement Form

Reimbursements must be submitted by 12 p.m. Tuesday of every week. Anything received after this deadline is subject to the following week. All proper receipts must be attached. Failure to attach proper receipts will result in payment not being processed.

Date	
Student Name	
Status # (IRN)	

If the reimbursement is being paid to another person other than the student, please fill out the section below. Also include a direct deposit form, other paper cheques will be processed.

Make Cheque Payable To:

Name		IRN	
Address	Street/PO Box		
	Unit/Apartment		
	City, Province/State		
	Postal/Zip Code		
Email		Phone	

Requesting Reimbursement For:

Tuition
 Tuition Deposits
 Textbooks/Supplies
 Applications fees
 Other: _____

Request Reimbursement for The Following Semester:

Fall
 Winter
 Spring
 Summer

Itemized Expenses:

ITEM	DESCRIPTION	Order, Recept. Or Invoice #	Amount	Total
1				
2				
3				
4				
5				
			Taxes	
			TOTAL (include Taxes)	

Student Signature:		Date:	
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