



EXPENSE REPORTING FORM FOR EDUCATION FUNDS

Name: _____ CRNBC #: _____

Address: _____

Please attach all receipts. Please note that only those expenses for which you have been approved by the BCCNA Education Fund Management Committee, as specified in the letter of approval you received, will be reimbursed. If you wish to request funding for expenses not previously approved, you **must** submit a new application for committee review.

Expense Category & Subtotal	Receipt Amount	Receipt Description / Source	OFFICE USE
Tuition			
TOTAL: _____			
Books & Materials			
TOTAL: _____			
Transportation			
TOTAL: _____			
Other			
TOTAL: _____			
Total of all Receipts			

SIGNATURE _____

DATE _____

Note: The Expense Reporting Form for Education Funds has been developed for applicants to summarize receipts for reimbursement. Receipts must be submitted with this form **within the 3 months (90 days) following completion of the approved course/program**. Failure to submit receipts within this timeline may result in forfeiture of funding. Documentation proving successful completion of the educational endeavour must be submitted with receipts.