

QEA PAC Reimbursement Guide

30JUN2019

1. Please check if your requested expense amount is already approved within the Budget 2019 2020 as posted on the QEA - PAC website (<http://www.qea-pac.ca>) under the heading Financials - Budget 2019 2020. Please email qea.parents@gmail.com with a brief description of the expense prior to making your purchase for reimbursement.
2. Complete in full by PDF or written on paper the Requisition for Payment Form (RPF) for reimbursement and retain a copy of the **itemized and separate** receipt (only items related to the reimbursement, please). Receipt original, photo sent by email and retail store email are all accepted for reimbursement request.
3. For a paper submissions please drop-off at the PAC office inbox (at the school office via Nancy). For an e-submission please email both the RPF and receipt to qea.parents@gmail.com.
4. A reimbursement by cheque or e-transfer would be delivered by the 10th or 25th of the month depending on the date of your claim. Thank you!